

Student Government

Undergraduate Representative Body-Position Descriptions

Undergraduate Student President

The powers and duties of the President are:

1. To schedule and preside over the meetings of the Undergraduate Representative Body (URB);
2. To know and understand the rules of Parliamentary Procedure as specified in Robert's Rules of Order;
3. To know and understand the Student Government Constitution, Code of Student Governance, and the Rules of URB;
4. To maintain order in the URB chamber and to require proper decorum on the part of the members;
5. To announce the business before the URB in the order prescribed by the Rules, and assign such business to relevant committees;
6. To participate in URB committees as a non-voting member, or send a vice president to appear in their stead;
7. To sign all Bills, Resolutions, and Amendments to the Constitution passed by the URB, which shall be attested by the Parliamentarian;
8. To meet regularly during scheduled 1:1's with the Advisor(s) for Student Government;
9. To serve as the Student Representative to the George Mason University Board of Visitors;
10. To interview and nominate the candidates for Vice President of Membership Development and Training, Vice President of Outreach, Vice President of PR, and a minimum of five members to the Elections and Disputes Commission, subject to approval by the URB.
11. To spend no fewer than five public hours to hear from university community members and no fewer than five hours working within the Student Government office per business week; office hours will be publicly published for student awareness at the start of each URB meeting for the following week.
12. To collaborate with the members of the URB and other relevant university institutions and organizations to complete initiatives;
13. To report weekly to the URB on the activities of the President and VPs;

14. To attend regularly scheduled LEAD team meetings with the Exec Vice President, VP Marketing, VP Outreach, VP Membership Development and Training, and the Chairs of the URB Committees.
15. To perform other duties required by the Student Body Constitution, statute, or the Rules;
16. To include within the business of the URB a Land Acknowledgement, to be read aloud following commencement of the meeting.
17. Appoint one elected Representative to serve as the Faculty Senate Liaison; and one elected Representative to serve as the Staff Senate Liaison. Both serve on the Outreach team.

Executive Vice President

The powers and duties of the Executive Vice President:

1. To spend no fewer than five public hours to hear from university community members and no fewer than five hours working within the Student Government office per business week; office hours will be publicly published for student awareness at the start of each URB meeting for the following week.
2. To participate in URB committees as a non-voting member, and in place of President when needed.
3. To attend all URB meetings and preside over the URB in the absence of the President
4. To know and understand the rules of the Parliamentary procedure as specified in Robert's Rules of Order;
5. To know and understand the Rules of the URB, Code of Student Governance, and the Student Government Constitution;
6. To meet regularly during scheduled 1:1's with the Advisor(s) for Student Government;
7. To attend regularly scheduled LEAD team meetings with the President, VP PR, VP Outreach, VP Membership Development and Training, and the Chairs of the URB Committees.
8. To appoint students to University Committees as appropriate and available, and hold them accountable to attendance and responsibilities of the committee;
9. To collaborate with the members of the URB and other relevant university institutions and organizations to complete initiatives;
10. To perform other duties required by the Student Body Constitution, statute, or the Rules;

11. To work in collaboration with advisors in the remediation process of strikable, or potentially strikable offenses, or any matters of failure to uphold responsibilities as determined by Leadership.
12. Work in conjunction with the VP of Membership Development and Training to serve as the mediator for organizational internal disputes
13. To create and maintain a centralized reporting system for each member of Student Government to update weekly, and to ensure the completion of such reports.

Clerk

The powers and duties of the Clerk:

1. To take attendance of Student Government;
2. To record on physical copies all the bills and resolutions of the Undergraduate Representative Body (URB);
3. To preserve the same of all legislation signed by the President or Executive Vice President;
4. To have custody of the acts, resolutions, records, and papers of the URB, and to furnish a copy when requested;
5. To post all legislation, once it has been signed on a webpage linked to by the Student Government website;
6. To post the URB minutes, including the votes on all URB proceedings;
7. To attend regularly scheduled Student Government leadership team meetings;
8. To create, or designate deputy officers to create, a name placard for each member-elect of the URB prior to the commencement of their first session. For Representatives who have been appointed and confirmed, one shall be created before the general body meeting immediately following their appointment;
9. To maintain order during sessions of URB.
10. Annually, the Clerk, along with the Administrative and Financial Affairs Department, shall produce an annotated version of the Code of Student Governance that notes the history of amendments and relevant interpretations by the Elections and Disputes Commission, and;
11. To ensure that the concluding year's legislation, minutes, roll calls, and other business is archived in the Special Collections of Fenwick Library upon the completion of the Second Session.

Vice President for Membership Development and Training

The powers and duties of the Vice President for Membership Development and Training:

- A. Work with the Student Government advisor to create a membership development plan for the year, including but not limited to:
 - a. monthly opportunities for members of SG to get together in a social setting
 - b. to assist in planning Fall and Spring Retreats/Trainings
 - c. to coordinate monthly in-service education for members (i.e., resume writing, problem solving skill development, Robert's Rule of order reviews, how to create legislation, event planning, University Structure, communication skills, how to navigate the search for internships, how to run an effective meeting, delegation vs abdication,)
- B. Coordinate the transition retreat of new members at the conclusion of each academic year in collaboration with the SG advisor;
- C. To collaborate with the staff advisor (s) to Student Government and relevant Student Involvement personnel to create and administer onboarding and training programs for the benefit of the Student Government, its members, and the broader community;
- D. Coordinate with SG staff advisor (s) end of the year celebration;
- E. Facilitate a member of the month and present at first representative body meeting of the month;
- F. Set aside a minimum of four hours a week for office hours;
- G. Attend weekly leadership council meetings;
- H. Create and maintain roster and contacts of all members of Student Government to be publicly accessible.
- I. To create a detailed summary of the projects worked on by all members of Student Government. This detailed summary shall be properly stored and remain accessible to relevant members of the Student Government, and the Advisors to the Student Government.
- J. To create a monthly form for the tracking of initiatives and initiative progress, in accordance with the Rules of the Student Government, which shall be publicly available upon request;
- K. To present or otherwise send out relevant Student Government onboarding materials to new members within five business days of their appointment to the office and the undertaking of their oath.

Vice President for Marketing and Public Relations

The powers and duties of the Vice President for Marketing and Public Relations:

- A. Manage and direct public relations for Student Government;
- B. To manage SG social media accounts;
 - a. Create additional social media accounts with approval of the Leadership Council.
 - b. Create and implement a social media post schedule.

- C. To adhere to university branding guidelines in the development of content;
- D. To submit all necessary marketing requests through the University Life request form (e.g., design, photography, videography support, etc.);
- E. Ensure students are aware of decisions, upcoming events, and engagement opportunities in collaboration with the Outreach team;
- F. Create marketing tool kits to assist members in active promotion of Student Government;
- G. Attend weekly leadership council meetings;
- H. To regularly meet with Student Involvement's Marketing Manager;
- I. Establish in collaboration with leadership council and SG advisor an annual marketing plan for the inclusive of digital, print, etc.;
- J. To work in collaboration with related offices on campus;
- K. Develop a marketing plan to promote elections and recruit students to run in collaboration with Elections and Disputes Commission;
- L. Appoint a Public Relations deputy at their discretion to assist in any of the specific function areas;

Vice President for Outreach

The powers and duties of the Vice President for Outreach:

- A. Serve as liaison between Student Government, RSOs, DSOs, the Alumni Association, and the broader George Mason community;
- B. Coordinate and monitor required outreach efforts across Student Government while guiding all members to engage in outreach independently;
- C. Develop and implement strategies to engage the student body in Student Government activities, events, and initiatives, collaborating with other members and committees;
- D. Directly support the student representative to the Faculty Senate and Staff Senate;
- E. Support the organization and outreach efforts for events that foster school spirit and community;
- F. Ensure consistent and accurate documentation of outreach efforts, following standards set by the Student Body President and URB;
- G. Establish and uphold a clear, cohesive definition of "outreach," subject to the President's and URB's approval, and ensure all members are held accountable to outreach expectations;
- H. Promote representation by ensuring all students feel seen, heard, and supported;
- I. To collect student feedback and concerns through surveys, focus groups, and/or informal discussions to inform and improve outreach and Student Government initiatives;
- J. To act as a bridge between the student body and Student Government, ensuring students are aware of decisions, upcoming events, and engagement opportunities in collaboration with the Marketing team.

- K. Maintain open communication channels in collaboration with the marketing team (e.g., newsletters, social media, Student Government website) to keep students informed and involved.
- L. Collaborate with Student Government Advisors and Student Involvement staff to:
 - a. To hold monthly town halls that provide updates on university and Student Government matters and invite community feedback.
 - b. To analyze the effectiveness of outreach strategies and make necessary adjustments.
- M. Support in the creation of new programs or initiatives that connect students with campus resources and support systems;
- N. To expand engagement efforts beyond traditional events by promoting mentorship programs, student-run workshops, and other innovative formats;
- O. To deliver at least three outreach reports per semester at full body meeting, with a minimum two-week gap between each.

Undergraduate Representatives

The powers and duties of the Undergraduate Representatives:

A. Duties and Responsibilities

- a. Demonstrate a willingness to self-start and lead to advocate for the student body.
- b. Remain active in student spaces and prepared to advocate for student needs and interests
- c. Serve as an active and voting member of the URB.
- d. Serve as an active and voting member of at least two URB Committees.
- e. Attend each URB meeting, assigned committee meetings, and Student Government-wide initiatives which the Leadership Council deems mandatory.
- f. Hold a minimum of one office hour per week to be accessible to students.
- g. Submit a weekly report detailing work accomplished that week.

B. Additional Duties of the College Representatives

- a. Meet at least semesterly with the academic college leadership representative deemed by each college.

- b. To maintain contact with academic college student councils and attend meetings where applicable (each college may not have a formal student council);
 - c. Serve on respective academic college committees where student representation may be requested;
- C. Additional Duties of Liaisons
 - a. Attend their respective committee.
 - b. Assist the Chair in the execution of the committee's agenda.