Wisconsin Student Government

Wisconsin Technical College Advocacy Group

Established 1972

[www.wsgtech.com](http://www.wsgtech.com)

**WSG Officer Responsibilities – Elected Positions**

**President:**

* Preside over all Board of Governors meetings.
* Represent WSG as the official spokesperson at WTCS Board meetings.
* Represent WSG as official spokesperson at outside functions.
* Appoint all committees and committee chairs which are approved by the Board of Governors by simple majority vote.

**Vice President:**

* Fill the role of the President in the President’s absence.
* Assume the position of President in the event of the President vacating their office.
* Serve as ex-officio member of all committees.
* Post meeting information along with WSG related notices on social media platforms in the event the PR Representative is unable.
* Attend state-wide meetings in place of the President, as arranged.

**Administrative Financial Officer (AFO):**

* Serve as the Administrative Financial Officer in support of the Resource Director.
* Review the checking account and bank accounting records with the Resource Director at each Board of Governor’s meeting.
* Step in for President or Vice President, as requested.
* Attend state-wide meetings in place of the President, as arranged.
* Take the minutes at WSG meetings.
* Disburse the minutes within two weeks to the Resource Director.

**Parliamentarian:**

* Ensure the smooth, courteous conducting of business at WSG meetings in line with the Bylaws, WSG Policies and Procedures and in spirit of parliamentary procedure.
* Advise the members on relevant rules and procedures as the Parliamentarian deems appropriate, or when asked for such information by a member or Officer.
* Track legislation that affects the Technical Colleges and advise WSG on such matters.
* Attend state-wide meetings in place of the President, as arranged.

**Public Relations Representative**

* Promotes and provides newsfeed for WSG on all social media platforms in a professional manner.
	+ - * Reviews and responds to inquiries about WSG from the website.
			* Creates promotional materials as requested for WSG.
			* Works with the Resource Director to promote WSG.
			* Attends state-wide meetings in place of the President, as arranged.