Executive Policy Manual

This document is created and maintained by allowance of the Student Constitution, Article V, § 5, Item J, and under mandate of the Student Government Association By-Laws, Article III, §1, Item A. This document and the policies herein are subject to the rules and polices set forth in the Student Constitution, in the Student Government Association By-Laws, and by the Student Senate. This document may be reviewed and revised only by the President of the student body, the Student Government Association in consultation with the Student Government Association Advisor and Chief of Staff.
I. Intent

As an executive board member of the Student Government Association, we are committed to providing intentional, focused and principled leadership to the University of North Texas. As an executive board, we will be intentional with our work on behalf of the undergraduate student body; we will make sure that we stay focused on making our campus more inclusive, equitable and engaging. We are committed to empowering students with the resources, leadership, and skills to create substantive change in their lives, organizations, and campus community. This executive board is committed to giving principled administration to the Student Government Association.

II. Internal

- It is required that all members of the executive board attend all Senate and executive board meetings that pertain to the development of the Student Government Association.
- All members of the executive board are required to fulfill all aspects of their job description and any additional responsibilities asked of by the administration.
  - This includes addressing any student concerns brought to the executive board and working with the appropriate departments and resources to make student life better.
- All members of the executive board are responsible for knowing the function of each branch of SGA as well as all programs, initiatives, and policies of the Administration.
- Executive members are to adhere to the highest levels of professionalism, ethics, and principled leadership.

III. External

- Every member of the executive board will do their due diligence to address student concerns in a timely and professional manner.
- It is essential for members of the executive board to improve campus knowledge of the Student Government Association.

IV. Job Descriptions

Executive Board Member positions descriptions are as follows, with the exception of the President and Vice-President, whose job descriptions are explicitly stated in the Student Government Association By-Laws.

1. Chief of Staff
   1.1. Required to work 25 hours per week.
1.2. Create and maintain the budget, purchase items on behalf of the organization, 
approve all allocations of Eagle’s Nest funding not exceeding $999 made by the 
Student Allocations Director, allocate funds for SGA sponsorships and program 
events for the organization.
1.3. Create and update monthly work plans for the executive staff, oversee the work 
of all executive positions, monitor time logged, create the agenda and run 
executive meetings and evaluate the executive branch at the end of each 
session.

2. Communications Director
2.1. Required to work 20 hours per week.
2.2. Manage the UNT SGA website and social media outlets.
2.3. Design graphics, videos, advertisements, flyers, and promotional items.
2.4. As the official spokesperson, communicate any formal statements on behalf the 
UNT Student Government Association.
2.5. Responsible for updating The Review, a bi-monthly bulletin of what the 
administration has been working on.
2.6. Establish and maintain a professional relationship with internal/external media 
outlets.

3. Director of Student Allocation- Eagle’s Nest
3.1. Required to work at minimum 10 hours and maximum 15 hours per week.
3.2. Oversee allocation of Eagle’s Nest funding.
3.3. Schedule meetings to approve/deny Eagle’s Nest Funding requests and 
promote the opportunities to students and organizations.

4. Director of Student Allocation- Raupe Travel Grant
4.1. Required to work at minimum 10 hours and maximum 15 hours per week.
4.2. Oversee allocation of Raupe Travel Grant funding.
4.3. Schedule meetings to approve/deny Raupe Travel Grant requests and promote 
the opportunities to students and organizations.

5. Intern Program Director
5.1. Required to work 20 hours per week.
5.2. Oversee and manage the Student Government Association intern and mentor 
program.
5.3. Recruit, event plan and facilitate weekly meetings for the intern program.

6. Outreach Director
6.1. Required to work 20 hours per week.
6.2. Create and maintain a system by which students have a direct line of 
communication to the Student Government Association.
6.3. Plan and facilitate town hall meetings open to the student body, faculty and staff. 
Further, create an effective engagement plan in order to understand and 
properly address student concerns.
6.4. Connect with the appropriate campus departments to determine the action steps need to address student concern.
6.5. Serve as the main point of contact for the University of North Texas committee appointments.

7. **Governmental Affairs Director**
   7.1. Required to work 20 hours a week.
   7.2. Establish and maintain relationships with the City of Denton, Graduate Student Council, Staff Senate and faculty Senate, also noting university, state and local policy changes that affect students.
   7.3. Research student-centered initiatives with the intent to improve the student experience.
   7.4. Create a system to poll and collect student opinions.
   7.5. Maximize participation from the student body in the UNT SGA sponsored polls, referendums, and elections.