

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY
Student Leaders Roles and Responsibilities

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- i. CLASS REPRESENTATIVES

STUDENT LEADERS ROLES AND RESPONSIBILITIES

1. EXECUTIVE BOARD OVERVIEW

The Executive Board will direct the vision of Student Government for each academic year. The Executive Board stays informed of the issues and concerns facing the full-time undergraduate students. The Executive Board works closely with the administration regarding issues/concerns that face the University as a whole and reports these student/University concerns to Student Council. Executive Board is responsible for conducting the business of Student Council. The Executive Board will act as the liaison between faculty, staff and administration.

2. ROLES AND RESPONSIBILITIES

a. PRESIDENT

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

President

The President is responsible for ensuring that the Executive Board and its seven (7) Officers: are aware of and fulfill their responsibilities; comply with applicable policy and procedure; conduct business effectively and efficiently; and are accountable for their performance. In order to fulfill these responsibilities and abide by the Government's policies and procedures, the President presides over meetings, proposes policies and practices, monitors the performance of all Executive Board Officers, proposes the creation of committees; and performs other duties as the need arises.

President's Role and Responsibilities:

1. Oversees Executive Board
2. Regularly consults with all Executive Board Officers on their roles and helps them assess their performance
3. Ensures Student Government complies with all applicable policies and procedures
4. Conduct business effectively and efficiently
5. Chairs Executive Board and Council meetings and ensures reports given are accurate and up to date
6. Proposes policies and practices
7. Proposes creation of Committees and sits on various committees, as needed
8. Monitors the performance of all Executive Board Officers including guiding, developing, supporting, advising, and encouraging all Executive Board Officers
9. Performs other duties as needed
10. Ensure there is a positive culture among student government members through teambuilding and leadership development
11. Oversee the development of yearly goals and objectives
12. Recruit for Student Government as a whole
13. Serves the position no less than 2 hours a week in office hours
14. Meet or speak with professional staff of Student Affairs Office monthly to report on individual and Executive Board progress
15. Meet with professional staff of Student Affairs Office, at least bi-weekly.
16. Is the face of the Government
17. Is ultimately, but not solely, responsible for Governmental successes and shortcomings

18. Trains the Executive Vice President about the Presidential Role and Responsibilities in the case of their absence
19. Manages and leads all Executive Board Officers to effectively promote executive board goals and objectives
20. Works in partnership with all Executive Board Officers to ensure Student Government's mission is being carried out
21. Works with Executive Board Officers, specifically Executive Vice President to ensure that student concerns, issues, suggestions and needs are being addressed by the Executive Vice President and Class Representatives.
22. Periodically reviews the performance of the Executive Board as a whole and of Student Government as a whole and assesses its effectiveness in servicing the students
23. Sets tone for the Executive Board
24. Incorporates innovation and originality in improving the Government's and the Executive Board's effectiveness in its performance
25. Creates a culture of positivism, hard work, dedication and excellent service
26. Attends meetings with students and administrators as deemed necessary
27. Calls special meetings or task forces if necessary
28. Is in constant communication with the students making them aware that their student government is available to them, hearing any suggestions and concerns
29. Works with Executive VP to ensure committees have Student Government representation.
30. Responsible for updating collegiate link in the event that appointed Executive Board Officer cannot

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Professional Staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, other meetings as deemed necessary) on a regular basis
5. Attends mandatory trainings
6. Reviews agendas and supporting materials prior to board and committee meetings
7. Reports office hours to the Student Affairs Office at the beginning of each semester
8. Maintains and posts regular office hours
9. Carries out all other duties as assigned by Professional Staff of Student Affairs Office

10. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
12. Serves on committees as needed
13. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
14. Shows attention to detail -- checking accuracy and the quality of work
15. Abides by Wenzhou - Kean University policies and procedures including but not limited to student code of conduct
16. Engages student body in order to recruit new Officers, Representatives, and volunteers
17. Trains successor in order to ensure Government's success
18. Serves as spokesperson concerning the Government and its student body
19. Shows enthusiasm in position and emits a positive attitude
20. Promote the Government and its events at all times
21. Assists Student Affairs Office staff as needed
22. Ensures that personal relationships do not interfere with daily business

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the Government, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development

b. EXECUTIVE VICE PRESIDENT

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Executive Vice President

The Executive Vice President is responsible for initiating conversations with students about how the Government can better serve their needs. The Vice President works closely with the Class Representatives to address student concerns. In addition, this role oversees the Class Representatives to ensure the Classes are engaged in Student Council committees and projects. This Vice President must also understand the Presidential responsibilities and be able to perform these duties in the President's absence.

Executive Vice President's Role and Responsibilities:

1. Serves the position no less than 2 hours a week in office hours.
2. Sets up various committees for Student Government and assigns a chair and a recording secretary for each committee
3. Oversees and sets the tone for the committees by guiding and communicating regularly with the members and assigning responsibilities as needed
4. Removes and replaces committee members who are not meeting their responsibilities
5. Oversees recommendations and actions of each committee and ensures committee is reporting to Executive Board and Council regularly
6. Works with VP of Human Resources to ensure committee membership rosters and records are up to date
7. Works with President to appoint people to committees when necessary
8. Maintains constant communication with President and Class in regards to any student concerns they are aware of and ensures they are being addressed properly
9. Provides necessary information and guidance to Class Representatives to ensure proper guidance, functionality of the class, rapidity in addressing student concerns pertaining to their class and their assigned areas.
10. Periodically meets with Class Representatives to ensure they are performing to the best of their ability
11. Attends meetings with administrators and students as deemed necessary by Student Affairs Office
12. Reports back to Executive Board and Council at all times regarding issues, concerns, and suggestions that are being addressed
13. Reports all business to the Student Government President and Student Affairs Office
14. Interacts with students on a daily basis

15. Meets with President on a regular basis in order to fully understand the responsibilities of the President and be able to perform these duties in the President's absence

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Professional Staff of Student Affairs Office
3. Attends and participates in meetings (Executive Board, Council, other meetings as deemed necessary) on a regular basis
4. Attends mandatory trainings
5. Reviews agendas and supporting materials prior to board and committee meetings
6. Reports office hours to the Student Affairs Office at the beginning of each semester
7. Maintains and posts regular office hours
8. Carries out all other duties as assigned by Student Affairs Office
9. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
10. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
11. Serves on committees as needed
12. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
13. Shows attention to detail -- checking accuracy and the quality of work
14. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
15. Engages student body in order to recruit new Officers, Representatives, and volunteers
16. Trains successor in order to ensure Government's success
17. Serves as spokesperson concerning the Government and its student body
18. Shows enthusiasm in position and emits a positive attitude
19. Promote the Government and its events at all times
20. Assists Student Affairs Office staff as needed
21. Ensures that personal relationships do not interfere with daily business
22. Submit accomplished work to professional staff of Student Affairs Office on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member

- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the Government, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development

c. VICE PRESIDENT OF STUDENT GROUPS

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Vice President of Student Groups

The Vice President of Student Groups assists in the development of Student Groups through working closely with the President and other Executive Board officers to ensure the success of the group. This role ensures Student Groups are programming in accordance with their mission and to service the entire student population. In addition, the Vice President ensures Student Groups are operating by all applicable policies and procedures and are aware of upcoming deadlines and events.

Vice President of Student Groups' Role and Responsibilities:

1. Reports all business to the President and Student Government Officer
2. Assists Student Groups with conflict resolution as directed by Professional staff
3. Encourages leadership development and professional growth in Student Groups
4. Assists in Student Group elections
5. Monitors and Maintains adequate membership in all Student Groups
6. Direct concerns and suggestions related to Student Groups to the President
7. Enhance Student Groups' ability to self evaluate and reflect on their performance
8. Communicates with Student Affairs professional staff to ensure Student Groups, suggestions or concerns are being addressed
9. Reports back to Executive Board and Council at all times regarding Student Groups
10. Communicates all business to Student Groups
11. Is available to serve on Student Government Advisory Board
12. Serves on Student Leadership Council or appoints another board officer to attend

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Professional Staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis

5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Student Affairs Office at the beginning of each semester
9. Maintains and posts regular office hours
10. Maintains up to date timesheets for office hours
11. Carries out all other duties as assigned by professional staff of Student Affairs Office
12. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
13. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
14. Serves on committees as needed
15. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
22. Shows enthusiasm in position and emits a positive attitude
23. Promote the Government and its events at all times
24. Assists Student Affairs Office staff as needed
25. Ensures that personal relationships do not interfere with daily business
26. Submits accomplished work to professional staff of Student Affairs Office on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself

- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the Government, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
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d. VICE PRESIDENT OF PROGRAMMING

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Vice President of Programming

The Vice President of Programming is responsible for making sure Wenzhou-Kean University students are given social, cultural, and educational opportunities beyond the classroom experience. The Vice President utilizes assessment practices to effectively program for the student population. The Vice President of Programming secures diverse representation on Programming Board and manages the effective implementation of all Student Government programs.

Vice President of Programming's Role and Responsibilities:

1. Prior to application deadlines, surveys a wide array of students on what programs they would like to see on campus during the current academic year.
2. Ensures the Programming Board's programs are in accordance with student responses on surveys.
3. Chairs and Organizes Programming Committee.
4. Holds both brainstorming and working meetings regularly prior to application deadlines to discuss and finalize details for all Fall, Spring, and Summer programs.
5. Fills out all necessary paperwork associated with programs and/or distributes tasks among Programming Board members to ensure passed programs are pursued
6. Sets up various committees associated with programming to ensure programs are successful (assessment, promotions, photography, decorations, food service, etc).
7. Oversees the committee work for each program
8. Maintains all the names and contacts of programming committee members.
9. Assigns secretary to take minutes for each meeting and distributes minutes to professional staff of Student Affairs Office.

10. Ascertains University wide representation on programming committee through eliciting students from different majors, extracurricular activities and hobbies
11. Removes and replaces committee members who are not meeting their responsibilities
12. Annually evaluates committee's effectiveness with committee members
13. Works closely with and reports all business to the Student Government President and professional staff of Student Affairs Office
14. Works closely with Treasurer to ensure programs are fiscally responsible and sufficient money is allocated in the budget to allow for programs planned.
15. Demonstrates innovation and utilization of a variety of resources in creating and managing programs
16. Ensures programs are servicing a wide variety of student's interests and needs
17. Ensures all students have ample opportunities to take advantage of Student Government programs
18. Is available to serve on Student Government Advisory Board
19. Works closely with professional staff of Student Affairs Office on creation, management, promotions and assessment of programs
20. Serves on Student Leadership Council or appoints another board officer to attend

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Professional Staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Student Affairs Office at the beginning of each semester
9. Maintains and posts regular office hours
10. Maintains up to date timesheets for office hours
11. Carries out all other duties as assigned by Professional Staff of Student Affairs Office
12. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
13. Volunteers for and willingly accepts assignments and completes them thoroughly and on time

14. Serves on committees as needed
15. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
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25. Ensures that personal relationships do not interfere with daily business
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STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Vice President of Public Relations

Vice President of Public Relations is responsible for promoting the image of Student Government and communicating with the general student body. The Vice President of Public Relations is responsible for reaching out to Student Governments from other universities and maintains relationship with them.

Vice President of Public Relations' Role and Responsibilities:

1. Chairs and oversees the Public Relations Committee
2. Recruits members for Public Relations Committee
3. Oversees development of promotional materials for Student Government
4. In charge of advertising and promoting Student Government throughout the year
5. Communicates and works closely with Programming Board to promote Student Government events and programs
6. Works with President to connect to student governments of other universities to build and maintain relationships with them
7. Works with Treasurer to reach out to sponsors to support events
8. Is available to serve on Student Government Advisory Board
9. Serves on Student Leadership Council or appoints another board officer to attend

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Professional Staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Student Affairs Office at the beginning of each semester

9. Maintains and posts regular office hours
10. Maintains up to date timesheets for office hours
11. Carries out all other duties as assigned by Student Government Officer
12. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
13. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
14. Serves on committees as needed
15. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
22. Shows enthusiasm in position and emits a positive attitude
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24. Assists Student Affairs Office staff as needed
25. Ensures that personal relationships do not interfere with daily business
26. Submits accomplished work to professional staff of Student Affairs Office on a monthly basis

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f. TREASURER

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Treasurer

The Treasurer annually reviews the student government programs and operating budget. The Treasurer is responsible for reporting the event budget to the Executive Board on a regular basis. The Treasurer assists the VP of Programming in managing the budget for all programs of Student Government and making sure the budget is spent servicing the student population.

Treasurer's Role and Responsibilities:

1. Works closely with professional staff of Student Affairs Office
2. Tracks, organizes, and maintains accurate and up to date balances on budget at all times
3. Prepares worksheets and reference materials in order to report regularly to Council and Executive Board on budget
4. Serves on Programming Board, responsible to keep track of programming expenditures
5. Reports to Programming Board budget allotments for programs prior to each meeting.
6. Works closely with Student Government President to manage budget and expenditures
7. Evaluates financial policies on an annual basis with professional staff of Student Affairs Office
8. Prepares budget for the following fiscal year with professional staff of Student Affairs Office
9. Works with professional staff of Student Affairs Office to prepare requisitions
10. Is responsible for filling out requisitions as needed and is available on a daily basis to sign requisitions
11. Maintains ethically and fiscally responsible practices and is committed to financial integrity
12. Gives VP of Programming regular reports on allotments for programming so the committee can effectively plan
13. Updates Student Government financial records, forms and applications as needed
14. Serves on Student Government Advisory Board
15. Attends all Standing meetings and reports on current financial information
16. Ensures Student Government program are effective in meeting the intended learning outcomes by initiating and following through with assessment measures for each program

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14. Serves on committees as needed
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16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
22. Shows enthusiasm in position and emits a positive attitude
23. Promote the Government and its events at all times
24. Assists Student Affairs Office staff as needed
25. Ensures that personal relationships do not interfere with daily business
26. Submits accomplished work to professional staff of Student Affairs Office on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
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STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Vice President of Human Resources

The Vice President of Human Resources is responsible to record all business communicated in Executive Board, General Body and other meetings as deemed necessary. The Vice President of Human Resources must understand that minutes are to be taken seriously as they can be used as legal documents. The Secretary must keep contact information up to date as it is critical in order to successfully communicate important information to Executive Board and Council. The Vice President of Human Resources is also responsible for assisting the President in keeping order, documenting votes, and taking attendance at meetings. The Vice President of Human Resources is responsible for delegating responsibility to the Assistant Vice President of Human Resources and training the Assistant Vice President of Human Resources.

Vice President of Human Resources' Role and Responsibilities:

1. Trains the Assistant Vice President of Human Resources in all Secretary Responsibilities by the end of September and evaluates the Assistant VP's performance on a regular basis
2. Provides necessary information and guidance to Assistant VP in order to make sure responsibilities are met
3. Prepares Assistant VP to perform Secretary's duties when absence is necessary
4. Ensures that the Assistant VP is completing all duties as assigned, with accuracy, consistency and thoroughness
5. Communicates with the Assistant VP on a daily basis
6. Supports Assistant VP in difficult or new tasks
7. Completes all Assistant VP duties in his/her absence
8. Works closely with professional staff of Student Affairs Office to assign duties to Assistant VP
9. Works with Executive VP to maintain all committee names, descriptions, membership lists and minutes in an organized and concise manner
10. Inputs reservations for Executive Board and Council meetings, Committee Meetings, Annual events, and other events or meetings as needed
11. Helps plan and organize Annual Events (Fall semester closing celebration, Changeover)
12. Ensures community is updated on Student Government membership through working closely with professional staff of Student Affairs Office

13. Compiles Executive Board and Council information immediately following the elections and distributes information to Executive Board, Council and Student Affairs staff
14. Keeps Executive Board and Council information up to date throughout the year
15. Compiles agendas prior to meetings
16. Conducts the Government's official correspondence
17. Sends out official reminders for meetings and notifies Class representative absences and participation
18. Manages attendance at meetings
19. Serves and records on meetings as required by the Government
20. Is available to serve on Student Government Advisory Board
21. Manages minutes of meetings in an organized manner
22. Ensures minutes are taken at all meetings and submitted to the professional staff of Student Affairs Office for proofing within 3 business days
23. Electronically distributes final copy of minutes to Executive Board and Council within 5 business days of meeting
24. Submits member and minute updates for website to professional staff of Student Affairs Office
25. Updates Representative and Executive Board information on CougarLink
26. Is available to attend special meetings to take minutes, as deemed necessary by the President
27. Conducts move on/move offs
28. Develops and presents awards to Council Representatives and Executive Board Officers, on a discretionary basis
29. Stays organized and effective in managing Student Government records
30. Is a knowledgeable source for Executive Board
31. Updates forms and information as needed by the professional staff of Student Affairs Office
32. Schedules meetings for the President as deemed necessary
33. Works closely with President to maintain order at meetings

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with professional staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis

5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Student Affairs Office at the beginning of each semester
9. Maintains and posts regular office hours
10. Maintains up to date timesheets for office hours
11. Carries out all other duties as assigned by professional staff of Student Affairs Office
12. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
13. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
14. Serves on committees as needed
15. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
22. Shows enthusiasm in position and emits a positive attitude
23. Promote the Government and its events at all times
24. Assists professional staff of Student Affairs Office as needed
25. Ensures that personal relationships do not interfere with daily business
26. Submits accomplished work to professional staff of Student Affairs Office on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the Government, tolerating

varying personalities, communicating information clearly and accurately through written and verbal statements

- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development

h. ASSISTANT VP OF HUMAN RESOURCES

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Assistant Vice President of Human Resources

The Assistant Vice President of Human Resources is responsible for assisting the VP in all his/her duties. The Assistant VP upholds the principles of Governmental management, thoroughness and detail in their work and assists the VP in ensuring this is the norm in the Office. The Assistant VP will learn from the VP and be prepared to take over the duties and responsibilities of the VP in their absence.

Assistant VP of Human Resources' Role and Responsibilities:

1. Works with VP and professional staff of Student Affairs Office closely
2. Ensures thorough training by asking questions and shadowing VP at all times from election until the end of September and as required by VP or professional staff of Student Affairs Office
3. Wholly understands responsibilities of VP and is prepared to fulfill them in their entirety in the VP's absence
4. Completes all assigned tasks and projects from VP with accuracy and thoroughness
5. Is empowered to speak on behalf of the VP at Council and Executive Board and provide information on any matter concerning the office in Spring semester only, unless otherwise indicated by professional staff of Student Affairs Office
6. Attends standing, ad hoc, committee, and all other meetings as assigned by VP and is prepared to take minutes and answer all business associated with the office
7. Prepares minutes, contact sheets, forms, and documents as needed by the VP

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with professional staff of Student Affairs Office
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs

6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Student Affairs Office at the beginning of each semester
9. Maintains and posts regular office hours
10. Maintains up to date timesheets for office hours
11. Carries out all other duties as assigned by professional staff of Student Affairs Office
12. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
13. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
14. Serves on committees as needed
15. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the Government
16. Shows attention to detail -- checking accuracy and the quality of work
17. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
18. Engages student body in order to recruit new Officers, Representatives, and volunteers
19. Contributes to program planning and evaluation of Student Government
20. Trains successor in order to ensure Government's success
21. Serves as spokesperson concerning the Government and its student body
22. Shows enthusiasm in position and emits a positive attitude
23. Promote the Government and its events at all times
24. Assists professional staff of Student Affairs Office as needed
25. Ensures that personal relationships do not interfere with daily business
26. Submits accomplished work to professional staff of Student Affairs Office on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself

- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the Government, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development

i. STUDENT COUNCIL CLASS REPRESENTATIVES

STUDENT GOVERNMENT OF WENZHOU KEAN UNIVERSITY

Student Council Class Representatives

Student Council exists to serve the students. It should work in conjunction with the Executive Board to support the mission of Student Government. Council Representatives should be actively aware of student issues, concerns and activities around campus. Council should be willing to participate in Student Government events and committees.

Student Council Class Representatives' Role and Responsibilities:

1. Promotes and Conducts Professionalism
2. Works closely with representatives from his or her class -- assuring that the students of that class are well represented
3. Attends and participates in meetings (Council, Committee Meetings, Class Meetings, etc...), programs and special events on a regular basis
4. Attends mandatory trainings
5. Reviews agenda and supporting materials prior to Class, Council and Committee meetings
6. Understands and communicates the Government's mission, services, policies and programs and upholds a personal commitment to its goals and objectives
7. Abides by Wenzhou-Kean University policies and procedures including but not limited to student code of conduct
8. Engages student body in order to recruit new Officers, Representatives, and volunteers
9. Contributes to program planning and evaluation of Student Government
10. Receives and communicates issues, concerns and suggestions to the Executive Board
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
12. Promotes the Government and its events at all times
13. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
14. Shows attention to detail -- checking accuracy and quality of work
15. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the Government, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a developed sense of values.

