SGA Executive Vice President of Cabinet Administration

The Executive Vice President (EVP) of Cabinet Administration exists to streamline the effectiveness of SGA Cabinet’s operations. As SGA seeks to fulfill its mission statement, this position will provide each student with outlets to engage with all areas of SGA. The EVP aids in the recruitment of new SGA members while striving to further develop current members. The EVP is responsible for ensuring their team members promote diversity, equity and inclusion through all efforts.

The Role of the Executive Vice President of Cabinet Administration is to:

• Oversee SGA Cabinet’s internal operations
  o Compose an SGA organizational chart
  o Maintain a shared SGA calendar
  o Manage external and internal contact lists
  o Reserve meeting spaces

• Provide guidance and oversight to SGA Freshman Forum
  o Assist with the recruitment and selection of members
  o Aid their team in authoring curriculum
  o Support members in planning Freshman Forum’s culminating experience

• Coordinate volunteer sign-ups for reoccurring and one-time opportunities
  o Ask Me
  o Camp War Eagle Pep Rallies
  o Shaker Distribution
  o Tiger Paw Painting
  o Up All Night

• Take minutes at Executive Cabinet meetings, support a member of their team in taking minutes during SGA Cabinet meetings, manage Mobile Check-In at SGA events and ensure post-meeting recap communications are disseminated

• Prepare and coordinate all SGA Cabinet applications and selection processes, and support the EVP of C&M to create and execute extensive promotional plans

• Facilitate Better Relations Day planning and logistics, home or away

• Check all pages of the SGA website on a weekly basis to provide necessary updates to the EVP of Communications & Marketing to ensure all Cabinet-related pages are relevant, and manage AUinvolve

• Shape and develop materials for all SGA Executive Officer and Cabinet retreats

• Assist with other duties as assigned