

**2019-2020 WSA Executive Board Position Descriptions**

[**Nominations**](https://docs.google.com/forms/d/e/1FAIpQLSdgzxU95ec6ipiwbR3KRRaFfsJ79HUizQYHp1BpGCAQekdCRQ/viewform?usp=sf_link) **are due by 5:00pm on Friday, February 22nd**

**President**

The President serves as the official voice of the Wagner Student Association. The President presides over and conducts general and board meetings. The President oversees all projects, processes and tasks of the Executive Board. The President is responsible for the general operations of the Executive Board, which includes scheduling both Executive Board Meetings and Town Halls, making all room reservations for Executive Board and Town Halls, preparing agendas for all such meetings, and managing the Wagner Student Association Office and the Wagner Student Association Online Shared Google Drive. The President carries the Wagner flag at NYU Commencement. If the President is not graduating, they will appoint another Executive Board member to stand in their place (in consultation with the NYU Wagner Deans). The President serves as a representative of Wagner to Student Government Assembly and Presidents Council, as well as affiliated committees.

The President oversees nominations and appointments of the chair people of all Wagner Student Association committees, representatives to university committees and non-Wagner Student Association school & program committees, and appropriate councils; these are based on recommendations from the overseeing Executive Board Member (*or* based on an open application process, as done in 2018-19). Appointments are subject to approval by a majority vote of the Executive Board. The President will stay informed of issues in the Wagner community by meeting monthly with the Ombudsperson and the NYU Wagner Administration.

The President will appoint the following chairs and committees to oversee the following events and purposes:

● Elections Chair (historically, the Secretary)

● Appropriations Committee Members (2) (reports to the Treasurer)

● All-University Games Chair (reports to VP of Events and Operations)

● WagnerCares Chair (reports to Ombudsperson)

● Wagner Gala Chair (reports to VP of Events and Operations)

● Winter Social Chair (reports to VP of Events and Operations)

● First-Year Representative(s) can be chosen (via application) at the start of the school year.

Those Chairs and committee members to be recruited and selected after WSA elections in the spring, concurrent with student group leader selection, are Appropriations and WagnerCares. All other positions can be filled at the start of the fall semester.

The President serves as a member of the Elections Committee, if not running for a position the following year. They may serve as an ex-officio member of any committee. The President will oversee the Wagner Student Association transition and ensure that a formal transitional meeting will be designated between the current and upcoming Executive Board members before the end of the existing term.

**Secretary**

The Secretary is responsible for recording attendance, maintaining Quorum, and taking meeting minutes at all Executive Board Meetings and Wagner Student Association Town Halls; maintaining *ALL* records and files, managing internal communications functions for the Executive Board; overseeing and providing updates for the Wagner Student Association webpage; creating and distributing the Weekly Digest; maintaining all Wagner Student Association social media platforms; and managing *ALL* external communications with the Wagner Student Body via the Wagner Student Association listserv, with the exception of messages from the President. The Secretary initiates revisions of the Wagner Student Association Constitution by convening a committee and drafting recommendations. The Secretary provides correspondence when requested by the Executive Board. The Secretary is responsible for ensuring that the Wagner Student Association and its respective Student Groups and Committees adhere to the Constitution.

**Treasurer**

The Treasurer will develop, keep and maintain the financial records of the organization. As the chair of the Appropriations Committee, which includes WSA vice presidents and two at-large nonpartisan student members, the Treasurer will facilitate the student group appropriations process. Student groups will apply for funding to the Appropriations Committee each semester. The Treasurer will provide the Executive Board and student organizations with “as-needed” discretionary and contingency fund balance updates.

**Ombudsperson**

The Ombudsperson is a resource for Wagner students serving as a liaison to faculty and administration regarding student and academic affairs. The Ombudsperson will liaise with student groups, handle programmatic issues, and coordinate feedback mechanisms with relevant members of the faculty and administration. The Ombudsperson maintains the Code of Professional Responsibility. The Ombudsperson will meet regularly with the President and NYU Wagner Administration to keep them informed of issues of the student body. The Ombudsperson accepts the diploma on behalf of Wagner at NYU Commencement. If the Ombudsperson is not graduating they will appoint another Executive Board member to stand in their place, in consultation with the NYU Wagner Deans. The Ombudsperson will oversee the Chairperson(s) of WagnerCares and all other community service initiatives.

**Senator**

The Senator shall serve as the liaison to the University Senate and Student Senators Council (SSC). The Senator shall be responsible for keeping the Association informed of all matters before the councils on which they serve. The Senator is also responsible for communicating the wishes of the Wagner students to the above policy-making councils. The Senator will oversee Alternate Senator(s), appointed by the President based on recommendations from the Senator, and approved by the Executive Board. The Alternate Senator(s) will be appointed following the Wagner Student Association elections. The Senator must be available to attend council meetings held on Thursdays, both in the morning and evening. In the event that the Senator cannot attend a council meeting(s), then the Alternate Senator(s) will be responsible for attending in place of the Senator.

**Vice President of Events and Operations**

The Vice President of Events and Operations is the primary Wagner Student Association liaison overseeing the recruitment (of committee members), development, and management of all Wagner Student Association sponsored events and community building events (Winter Social, All-University Games, Wagner Gala, etc). The Vice President of Events and Operations provides publicity for all special events of the Wagner Student Association and communicates with WSA Board to support events. In addition, the Vice President of Events and Operations will oversee all social events, including happy hours. The Vice President of Events and Operations will coordinate with Student Vice Presidents to assign student groups to host happy hours and liaise with the venue. The Vice President of Events and Operations will serve as a member of the Appropriations Committee.

**Vice President of Student Groups, Program/Specialization**

The Vice President of Student Groups, Program/Specialization will be the primary liaison between the Wagner Student Association Executive Board and the Program/Specialization student groups. The Vice President of Student Groups, Program/Specialization will support their respective student groups/leaders, as needed. The Vice President of Student Groups, Program/Specialization will advocate for student groups/leaders with the Wagner Student Association and Wagner Administration. The Vice President of Student Groups, Program/Specialization will work with their respective student groups to ensure successful events and ensure that their respective student groups are meeting all requirements. The Vice President of Student Groups, Program/Specialization will serve on the Appropriations Committee. They will assist other vice presidents when necessary.

**Vice President of Student Groups, Professional and Interest Based Groups**

The Vice President of Student Groups, Professional and Interest Based Groups will serve as the liaison between the Wagner Student Association and Professional/Interest Based student groups. The Vice President of Student Groups, Professional and Interest Based Groups will support student groups/leaders, as needed. The Vice President of Student Groups, Professional and Interest Based Groups will advocate for student groups/leaders with the Wagner Student Association and Wagner Administration. The Vice President of Student Groups, Professional and Interest Based Groups will ensure that student groups are meeting all requirements and are in good standing. The Vice President of Student Groups, Professional and Interest Based Groups will serve on the Appropriations Committee.

**Vice President of Student Groups, Identity and Diversity in Public Service (IDPS)**

The Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will be appointed, through application, by the current Vice President of Identity and Diversity in Public Service (IDPS) and the outgoing Chairs of all Identity and Diversity in Public Service student groups. The role of the Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will serve as the liaison between the Wagner Student Association and IDPS student groups. The Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will support student groups/leaders, as needed. The Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will advocate for student groups/leaders and the larger student body around issues of diversity and inclusion with the Wagner Student Association and Wagner Administration. The Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will ensure that student groups are meeting all requirements and are in good standing. The Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) will serve on the Appropriations Committee and will be the chair for the Wagner Diversity Council.

*\*\*\*Please note that the Vice President of Student Groups, Identity and Diversity in Public Service (IDPS) is the only APPOINTED position, and has a separate process of selection. Nominees will be contacted with further instructions.*

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