

# Subcommittee Head Expectations and Responsibilities

As Subcommittee Head you are entrusted with the leadership and guidance of a large faction of the Committee on Student Interests here at Stevens Institute of Technology. It is because of this incredibly important task that the SGA entrusts in you a great deal of responsibility and expects a certain level of dedication.

The expectations and responsibilities of a Subcommittee Head are outlined as follows:

## ❖ **Holding Regular Subcommittee Meetings**

- Subcommittee Heads are expected to host a monthly meeting with the RSOs within your subcommittee
- These meetings should:
  - Discuss updates to SGA policy and reinforce important and relevant SGA guidelines
  - Take input from RSOs on current issues, discuss necessary improvements, and address questions
  - Have leaders from each organization represented
    - Preferably two leaders, these being
    - President: The individual who likely has the most insight on current issues and goes on
    - Treasurer/Other Eboard member: To learn and give alternate perspective
    - A minimum of one leader from each RSO must be present. Failure to do so may lead to budgetary freezing and sanctions from the SGA for the absent RSO.
  - Have an agenda planned for the meeting in advance
  - Address the current state of the Subcommittee
  - Work to facilitate collaboration and cooperation efforts
- Subcommittee Heads should contact all RSOs regarding the dates of these meetings a minimum of one week in advance
  - It is recommended that Subcommittee Heads discuss dates with their entire Subcommittee in advance to achieve the optimal time and date.

## ❖ **Regularly Attending SGA meetings**

- Subcommittee Heads should strive to be at all Senate meetings
  - Subcommittee Heads will be granted speaking rights and priority speaking privileges during discussions concerning their Subcommittee.
  - A topic's relevance to a Subcommittee will be determined by the CCSI in tandem with the Speaker of the Senate
- Subcommittee Heads should attend all meetings of the Budget Committee in which an RSO from their Subcommittee is being discussed

## ❖ **Attending Meetings of the Subcommittee Head Council**

- The CCSI will host a monthly meeting of the Subcommittee Heads and Subcommittee Representatives hereby referred to as the Subcommittee Head Council
- These meetings should:
  - Explain and reinforce new and important SGA policy
  - Act as a forum for Subcommittee Heads

- Address issues and highlight accomplishments of the organizations within their Subcommittee and the Subcommittee as a whole
  - Act as a resource for both the CCSI and the Subcommittee Heads
- Absence from two meetings within a semester could result in a removal from office
- ❖ **Emailing RSOs With New Information and Relevant Updates, Including**
  - Budgets Due
  - Unified Elections
  - Semester Leadership Summit
  - SGA Policy Updates
  - Subcommittee Meetings
  - Collaborative Projects
  - Participation in Campus Wide Events
- ❖ **Coordinate with RSOs on Budgets**
  - Subcommittee Heads should be a resource to their Subcommittee during the Budgetary Period. This includes
    - Announcing the Budget Due Date at least 3 weeks in advance.
    - Announcing the Budgetary Dispute Period at least one day prior to its onset
    - Answering questions on Budgets and SGA Policy
    - Addressing Budgetary Disputes and Communicating them to the Budget Committee
- ❖ **Attending Subcommittee Head Training**
  - Subcommittee Heads must come to a Training Session hosted by the SGA CCSI at the beginning of each semester
  - This Training Session will
    - Discuss and further develop the Responsibilities and Expectations outlined in this document
- ❖ **Attending RSO Meetings**
  - Subcommittee Heads should try, but are not required, to regularly attend General Body Meetings, Executive Board Meetings, and Events of the organizations within their Subcommittee