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S.B.03 2018-2019

Date of First Reading: August 27, 2018

A Bill -

A bill to be entitled - "Chief of Staff Responsibility Reconciliations," which will create a more concise list of responsibilities of the Student Government Chief of Staff at Texas State University.

WHEREAS: The Student Government of Texas State University, on behalf of the student body of Texas State University, would like to outline the responsibilities of the Student Government Chief of Staff to ensure a more efficient and productive role; and

WHEREAS: To succeed as a student government, it is necessary that we have definite responsibilities that are allocated appropriately so as to run productively; and

WHEREAS: Our current Code does not delegate comprehensible or sufficient responsibilities to the Chief of Staff, stating that they act as an advisor to the President, administer duties to the Cabinet and Staff meetings including taking minutes, attendance, and voting records, the schedules of the President and Vice President, act as the student manager - if no other Dean of Students staff is available - for any student workers hired, manage the office and maintain office supplies, keep clean the office space, assist the President as assigned, and manage other duties as assigned; and

WHEREAS: The limited responsibilities of the Chief of Staff do not allow the individual holding the position to utilize the role to its full capacity; and

WHEREAS: Various universities throughout the state implement procedures that list out specific duties for their student government Chief of Staff that allow them to have a more hands-on approach in working with the administration and student body; and

WHEREAS: The University of Texas at San Antonio clearly states that the role of their Chief of Staff is to manage the internal day-to-day operations of their student government such as to facilitate communication between Committee Chairs, Directors, and appointed Representatives, keep a record of activities, and manage other duties that include but are not limited to scheduling meetings on behalf of the President and Vice President, scheduling and conducting interviews for appointed positions, appointing event directors, and managing any other duties assigned by the President and Vice President; and

WHEREAS: Sam Houston State University's student government code states that their Chief of Staff regulates daily proceedings of the office, serving as the chief officer presiding over the Executive Student Assistants, serve as a policy advisor to the President, and serve as the chief political liaison, promoting civic duties; and

WHEREAS: The University of Houston states that their Chief of Staff shall be responsible for the coordination of the overall Executive Branch under the supervision of the President, shall plan for meetings of the President's Cabinet under the direction of the President, shall represent the President in cases where the President and Vice President are unavailable, and shall perform specialized assignments delegated by the President; and

WHEREAS: The University of Texas student government code states the Chief of Staff position shall monitor all operations of the executive branch of student government as defined by the President, recruit and train new officers of the executive branch, and provide continuity during the transition of student government administration; and

WHEREAS: Due to our tremendous efforts to create effective change and produce efficient results as a university student government, clearer and more specific changes to the

responsibilities of the Chief of Staff role would ensure a more functioning entity and would allow us to maximize our success; therefore,

BE IT RESOLVED: That Texas State University Student Government Chief of Staff shall:

- a) Assist the President as assigned.
- b) Manage internal day-to-day operations of Student Government to include managing the office and maintaining office supplies.
- c) Coordinate the overall Executive Branch under the supervision of the President.
- d) Plan for meetings of the President's Cabinet, under the direction of the President to include taking minutes, attendance, and voting records.
- e) Maintain the schedules of the President and Vice President.
- f) Provide continuity during the transition of Student Government administrations; and

BE IT FURTHER RESOLVED: That upon passage this legislation be forwarded to Student Body President for further action.