**Student Government Association**

**Objectives**

- To represent to the College Administration the interests of the students attending Hagerstown Community College
- To maintain a positive system of communication and understanding between all members of the College community
- To ensure all rights granted to student involvement in all phases of college life
- To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
- To promote the development of leadership skills for all students
- To fund activities for the student population such as social, public, and cultural events, leadership training, publications, clubs and organizations, athletics, and other such services needed by students
- To actively participate in the Hagerstown Community College Shared Governance system and abide by the Hagerstown Community College Code of Trust.

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**- Duties of the Secretary -**

HCC’s SGA secretary has the important role of keeping the SGA officers and senators and HCC club members informed of SGA business and activities.

Other duties include:

- Attending the monthly SGA executive meeting, held the first Thursday of every month at 3 p.m., and the SGA club meeting, held the third Thursday of every month at 3 p.m., and distributing the minutes from the previous month at the club meeting for approval
- Helping to plan activities and cultural events that appeal to the wide range of students on campus
- Maintaining correspondence on the SGA social networking sites, checking the SGA e-mail and phone messages
- Representing the SGA at SGA-sponsored events
- Maintaining the official minutes of all SGA meetings, records of motions, applications for charters, etc.

- As a paid position, the SGA secretary works 7.5 hours/week in the SGA office, and will also be paid for working at the SGA-sponsored events.

PLEASE NOTE: For this office, attendance at the fall and spring New Student Orientation sessions and SGA club meetings is mandatory.