

Duties of President, Vice President & AFO Positions

President

Duties:

- 1 – Preside over all WSG meetings
- 2 – Represent the WSG members and the technical college students in the State of Wisconsin
- 3 – Lead WSG with the interests of the technical college students in mind
- 4 - Attend state and district board meetings
- 5 – Project the professional image of WSG
- 6 – Communicate to WSG members and technical college students throughout the state
- 7 – Lead the WSG Executive Team
- 8 – Enforce the WSG bylaws
- 9 – All other duties normally associated with any presidential office

Vice President

Duties:

- 1 - Attend state and district board meetings
- 2 - Email summary/reports of each meeting to WSG board of governors no later than one week after its occurrence.
- 3 - Assume role of President in absence of the President and assume the role of President if person steps down
- 4 - Responsible for encouraging and doing follow-up after meetings Ex: writing support letters from WSG
- 5 - Responsible for campus visits and WSG recruitment

WSG AFO (Administrative Financial Officer)

Duties:

- 1 - Oversee committees and assume responsibility for committee work if chair steps down--Be actively involved with committees
- 2 - Act as parliamentarian; Learn parliamentary procedure and be responsible to help meeting run smoothly.
- 3 – Review financial records prepared by Treasurer

87 **Nominations for President, Vice President, and AFO** (Pg. 12 of 2009-10 Bylaws)

88 You must be a Governor or Lieutenant Governor to be nominated and elected as President,
89 Vice

89 President, or Administrative Finance Officer. In the case of Lt. Governor running for office,
the

90 Governor must approve the Lt. Governor's decision to run for office and in so doing forfeits
91 his/her right to run for office. The Governor still maintains title as Governor and all other duties
92 and responsibilities of the Governor position.

93 Nominations may be offered from the President, from the floor, by a committee, or by
94 write-in ballot. Nominations may be closed by the President when it appears that no more
95 nominations will be offered, or they may be closed by a two-thirds majority vote of the
96 voting members present. A motion to close nominations is in order only after a
97 reasonable opportunity to make nominations has been given. Voting is done by ballot, or
98 by "acclamation" (when only one candidate has been nominated). The same procedure is
99 followed for each succeeding office.