

**Student Government Position Description**

**Title**: Executive Secretary

**Bylaw Purpose**: The Executive Secretary serves as the “administrative officer for the Student Government and shall be Clerk of all GCSA records.” (Art. II, Section III)

**Function**: Reporting to the Student Body President, the Executive Secretary carries out the administrative functions of the GCSA Student Government to maintain the association’s professional excellence, efficiency, and organization. Additionally, the position serves as Student Government’s official clerk, historian, and archivist. By carrying out these functions in a professional manner, the Student Government can respond to the needs of student body in a spirit of service and transparency. The Executive Secretary is a member of the Student Government Cabinet.

**Description of Duties and Tasks:**

1. Maintains the integrity, legitimacy, and appropriate transparency of GCSA Student Government by preserving and producing accurate records of business, reports, legislation, and election documentation.
2. Ensures that Student Government is serving our constituents by responding to incoming email and referring constituents to appropriate student government officers to ensure that their business is handled in a professional manner.
3. Assists in maintaining the Student Engagement Office space, which is shared between GCSA, MIO, ISS, Orientation, and CEC.
4. Preserves an historical narrative of GCSA and other useful information by serving as the Historian and Archivist of GCSA
5. Serves as the Chair of the Committee on Elections, unless they become a candidate for office
6. Participates in weekly Cabinet and Assembly meetings, and other meetings at the request of the Student Body President.

**Requirements**

Applicants must be full-time undergraduate students at Gordon College who are planning to take courses at Gordon for both the Fall and Spring semesters.

**Skills needed:**

Students interested in this position should have good organization, communication, and prioritization skills. Solid administrative skills is also needed to maintain professional standards.