

Executive Branch

President

Proposed stipend: \$7,132.86 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Appoint students to SGA Executive Branch positions and guide their work.
- Serve on the University Steering Committee.
- Organize Executive Council meetings.
- Communicate with members of the Legislative Branch and facilitate collaboration where possible.
- Serve as an ex-officio member of the Senate, Finance Board, and their respective committees.
- Sign or veto Senate and Finance Board legislation in a timely manner.
- Work with the Treasurer to prepare and propose an annual SGA budget for the fiscal year following the completion of your term.
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Complete an end of term report by May 1, 2026
- Fulfill all other responsibilities assigned to the President in SGA's Guiding Documents.
- Submit weekly reports to the SGA Stipend Review Committee

Executive Vice President

Proposed stipend: \$5,349.65 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.

- Assist the President in guiding the work of SGA's Executive Branch.
- Oversee Executive Operations and organize meetings
- Communicate with members of the Legislative Branch and facilitate collaboration where possible.
- Serve as an ex-officio member of the Senate, Finance Board, and their respective committees.
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Complete an end of term report by May 1, 2026
- Fulfill all other responsibilities assigned to the Executive Vice President in SGA's Guiding Documents.
- Submit weekly reports to the SGA Stipend Review Committee

Treasurer

Proposed stipend: \$5,349.65 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Manage SGA's budget and finances, including its financial support for student organizations.
- Provide training and support to student organization officers in connection with their requests for SGA funding, expenditures of SGA funds, and interactions with UMBC offices in connection with the use of SGA funds; and guide a team of students in helping with this work.
- Communicate with members of the Legislative Branch and facilitate collaboration where possible.
- Hold treasurer trainings
- Serve as a voting member of the Finance Board and participate in its regular and special meetings.
- Participate in meetings of the Executive Council.
- Complete an end of term report by May 1, 2026
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Work with the President to prepare and propose an annual SGA budget for the fiscal year following the completion of your term.
- Fulfill all other responsibilities assigned to the Treasurer in SGA's Guiding Documents.
- Submit weekly reports to the SGA Stipend Review Committee

Vice President of Student Organizations

Proposed stipend: \$5,349.65 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Communicate with members of the Legislative Branch and facilitate collaboration where possible.
- Appropriately manage SORC and its contents, ensuring they are available for student organizations to access.
- Serve as a voting member of the Finance Board and participate in its regular and special meetings.
- Hire and coordinate the work of a Student Organizations Support Team
- Participate in meetings of the Council.
- Complete an end of term report by May 1, 2026
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Fulfill all other responsibilities assigned to the Vice President for Student Organizations in SGA's Guiding Documents.
- Submit weekly reports to the SGA Stipend Review Committee

Executive Cabinet

The Executive Cabinet is responsible for assisting the President in supporting the UMBC undergraduate student body by actively creating, planning, and managing programs and services that uphold the values of UMBC and SGA.

Chief Of Staff

Proposed stipend: \$2,356 per year subject to Stipend Review Committee review

Hours of work per week: 12

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students;

- Actively make an effort to participate in and promote SGA-affiliated initiatives and events
- Attend all mandatory training and in-services
- Uphold the values and work towards the vision of the organization.
- Assist in facilitating the work of the Executive Branch;
- Manage and support the execution of the SGA Strategic Plan;
- Serve as the Secretary of the Strategic Plan Review Committee;
- Serve as an ex-officio member of the SGA Steering Committee;
- Meet weekly or bi-weekly with the primary SGA Advisor;
- Work with the President to conduct program and officer evaluations;
- Track SGA program and initiative progress for the Executive Branch;
- Promote a culture of performance accountability and officer care;
- Serve as a resource to all executive officers in the fulfillment of their duties and responsibilities;
- Work with the SGA President to manage the work of the Executive Cabinet;
- Serve as a proxy for the SGA President when designated;
- Perform all other duties as assigned by the President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Student Advocacy (2 positions)

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Attend weekly Cabinet meetings and advise the SGA President.
- To perform duties assigned by the President on behalf of the Executive Board and the administration of the executive branch.
- Advocate for SGA members to evaluate the diversity, equity, and inclusion impact in Legislation, initiatives, and SGA projects.
- To serve as:
 - Active participant and SGA liaison on the Inclusion Council.

- Active participant on the I3B Advisory Council.
- Assist with all events related to Diversity and Inclusion.
- Directing initiatives to realize SGA's and UMBC's promise of Inclusive Excellence.
 - Work with University partners to come to a collective definition of Inclusive Excellence
- Assist in the creation of the departmental committee.
- Creating an SGA diversity, equity, and inclusion framework.
- Collaborate with members of the Executive Council in the execution of tasks and projects
- Meet with the Chief of Staff on a bi-weekly basis
- Meet regularly with the Vice President of Institutional Equity.
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Civic Engagement and Government Affairs

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory training and in-services.
- Uphold the values and work towards the vision of the organization.
- Attend weekly Cabinet meetings and advise the SGA President.
- To perform duties assigned by the President on behalf of the Executive Board and the administration of the executive branch.
- Assist the Center For Democracy and Civic Life with Election Night Extravaganza and other civic engagement events.
- To attend the necessary training to register voters offered by the Baltimore County's Board of Elections in order to assist in voter registration initiatives.
- Attend monthly University System of Maryland Student Council meetings.
- Monitor, research, and recommend courses of action for SGA on government policies and proposals that affect the interests of the undergraduate student body.
- Represent and testify for UMBC students on legislative affairs in Annapolis.
- Assist in the creation of the departmental committee.

- Collaborate with members of the Executive Cabinet in the execution of tasks and projects
- Meet with the Chief of Staff on a bi-weekly basis
- Meet regularly with the Vice President of Government Relations and Community Affairs
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Community Affairs (2 positions)

Proposed stipend: \$1,372.37 per year subject to Stipend Review Committee review

Hours of work per week: 7

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Attend weekly Council meetings and advise the SGA President.
- To perform duties assigned by the President on behalf of the Executive Board and the administration of the executive branch.
- Work with the Communications department to create outreach, information, and spotlight posts.
- Advise SGA members in all liaison efforts and outreach efforts
- To maintain regular dialogue with:
 - The Neighboring Relations Committee (Arbutus + Catonsville Community)
 - Campus Life and Residential Life Leadership
 - Off-Campus Student Services Office
 - UMBC Office of Government Relations and Community Affairs
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Recruitment Director of Prove It!

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Lead the Selection Team, comprised of the Event Coordinator, Selection Promotions Manager, and two FYAs
- Be responsible for conducting one-on-one meetings to establish goals and guide the progress of each team member in successfully fulfilling the Prove It! timeline
- Serve as the main point of contact between the candidates and the Prove It! Committee
- Maintaining communication with candidates throughout every stage of the process
 - Address questions about Prove It! prior to the application deadline
 - Provide feedback to applicants upon submission
 - Assist with inquiries about resubmission
 - Ensure that finalists are adequately prepared for the Prove It! Party
- Lead all Prove It! information sessions and Prove It! party in collaboration with Event Coordinator
- Co-chair all Prove It! committee meetings.
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Implementation Director of Prove It!

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Lead the Execution Team, comprised of the Event Coordinator, Selection Promotions Manager, and two FYAs

- Be responsible for conducting one-on-one meetings to establish goals and guide the progress of each team member in successfully fulfilling the Prove It!
- Serve as the main point of contact between the candidates and the Prove It! Committee
- Maintaining communication with winners throughout every stage of the process
 - Provide feedback to the winners.
 - Support the winners in implementing their project.
 - Ensure that winners are adequately prepared for the Prove It! Party with new winners.
- Collaboration with the Event Coordinator to host an information session on the project.
- Co-chair all Prove It! committee meetings.
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end-of-term report by May 1, 2025, and a transition document with the Director of Recruitment.
- Submit weekly reports to the SGA Stipend Review Committee

Prove It! Events Coordinator

Proposed stipend: \$1,178 per year subject to Stipend Review Committee review

Hours of work per week: 6

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Organize all virtual and in-person events related to promoting Prove It!
- Attend all committee meetings.
- Collaborate with the selection leader to coordinate the information sessions, the Prove It! Party, and committee meetings
- Secure room reservations through 25live and manage the RESGAF process to ensure the successful hosting of each event
- Co-chair all Prove It! committee meetings with the Director of Prove It!
- Assist the selection leader in completing the application assessments
- Cooperate with the promotions manager by providing accurate and relevant information regarding Prove It! Events
- Meet with President and Chief of Staff on a weekly basis
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026

- Submit weekly reports to the SGA Stipend Review Committee

Prove It! Promotions Manager (2 positions)

Proposed stipend: \$1,178 per year subject to Stipend Review Committee review

Hours of work per week: 6

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Distribute information about Prove It! to the student body
 - Collaborate closely with the UMBC SGA Department of Communications to share details about Prove It!, including information sessions and the Prove It! party.
- Be present at all Prove It! Events
- Serves as the primary point of contact for any Prove It! related inquiries from the student body
- Provide accurate event summaries on subsequent social media posts and address any lingering questions from students about the initiative based on interactions at the event.
- Attend all committee meetings to take meeting minutes
- Maintain Prove It! promotions folder
 - Ensure the organization and upkeep of this folder, preserving working templates of posters, scripts, presentations, and other promotional materials for future use
- Create and edit presentation materials for the information sessions, committee meetings, and the Prove It! Party
- Perform all other duties as assigned by the President and Chief of Staff.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Executive Operations

Executive Operations serves as the support team for the Executive Vice President to manage all internal affairs including the First Year Ambassador Program, Department of Communications and other internal management support.

Director of First Year Ambassador Program

Proposed stipend: \$1,961.37 per year subject to Stipend Review Committee review

Hours of work per week: 10

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Recruit new and transfer students into the FYA program.
- Have a solid understanding of the SGA structure and function.
- Create the SGA placements for the FYAs
 - Assist SGA Members in supporting their assigned FYA.
- Perform weekly check-ins with FYA placements.
- Create FYA curriculum with advisors
- Create and present the slides focused on FYA development
- Draft and send weekly recap emails of the FYA Meeting
- Foster a sense of cohort solidarity through team bonding activities
- Assist the FYAs in the planning and execution of Stress-Free Zone including;
 - Booking rooms through 25Live
 - Reviewing RESGAFs
 - Creating planning committees for SFZ
- Plan and Execute an Officer Panel event in the Fall Semester
- Meet with the primary SGA Advisor every week
- Attend Executive Operations meetings .
- Perform all other duties as assigned by the Executive Vice President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Executive Associate

Proposed stipend: \$1,178 per year subject to Stipend Review Committee review

Hours of work per week: 6

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events
- Represent SGA and the student body in a variety of settings, potentially including meetings with faculty, staff, administrators, and other students
- Attend all mandatory trainings and in-services
- Develop and manage an SGA internal calendar by adding in all important events, meetings, holidays, and more
- Develop and send the weekly internal SGA memo via email and archive a copy in the SGA Shared Drive
- Assist with the maintenance and cleaning of the SGA office
- Act as a liaison between the Student Affairs Business Services Center and SGA regarding order pickup
- Maintain the SGA email inbox on a daily basis
- Attend Executive Operations meetings and Department of Communications Meetings
- Perform all other duties as assigned by the Executive Vice President
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Marketing

Proposed stipend: \$1,178 per year subject to Stipend Review Committee review

Hours worked per week: 6

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.

- Establish a prominent SGA presence on campus by with working with the Director of Communications and advisors:
 - Directing marketing initiatives to engage the student body
 - Innovating ways through which the SGA interacts with the student body
 - Creating content to demonstrate the activities of the SGA has done to empower the student body
- Serve as lead on all programming efforts and initiatives
- Sit on the Make your Mark scholarship committee
- Attend SGA tabling events to highlight SGA's initiatives and events to the student body
- Attend Executive Operations meetings.
- Perform all other duties as assigned by the Executive Vice President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Department of Communications - *The Department of Communications is responsible for managing, planning, and developing strategies to share SGA media and projects with the general UMBC community, as well as to engage them in sharing feedback with SGA. Communications coordinates all SGA communication strategies, leads department meetings, and advises SGA members in all media relations.*

Director of Communications

Proposed stipend: \$1,767 per year subject to Stipend Review Committee review

Hours worked per week: 9

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Manage, plan, and determine strategies to execute the mission for the Department of Communications
- Coordinate all SGA communication strategies with the support of other members of the Department of Communications
- Attend officer retreats and developmental sessions
- Plan and lead the Department of Communications meetings
- Attend Executive Operations meetings
- Advise SGA members in all media relations
- Manage the communications request form and sheet

- Access and Manage all SGA social media accounts with the assistance of the social media coordinator
- Perform all other duties as assigned by the Executive Vice President.
- Complete an end of term report by May 1, 2025
- Submit weekly reports to the SGA Stipend Review Committee

Graphic Designer (1)

Proposed stipend: \$977.74 per year subject to Stipend Review Committee review

Hours worked per week:

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students
- Attend all mandatory trainings and in-services
- Uphold the values and work towards the vision of the organization
- Design all events and marketing materials for SGA
- Design all social media graphics for SGA
- Attend officer retreats and developmental sessions
- Attend Department of Communications meetings and Executive Operations meetings.
- Perform all other duties as assigned by the Director of Communications and Executive Vice President.
- Be familiar with software required for creating graphic designs and animations
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee.

Videographer and Photographer

Proposed stipend: \$783.37 per year subject to Stipend Review Committee review

Hours of work per week: 4

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.

- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Professionally edit SGA related videos and photos
- Record and take photos and videos at all SGA-related events and activities
- Attend officer retreats and developmental sessions
- Attend Department of Communications and Executive Operations meetings
- Perform all other duties as assigned by the Director of Communications and Executive Vice President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Social Media Manager

Proposed stipend: \$783.37 per year subject to Stipend Review Committee review

Hours of work per week: 4

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Regularly manage and update all of SGA's social media platforms and the SGA myUMBC page
- Respond to comments and messages on SGA social media posts and accounts
- Diligently repost stakeholders social media posts and ask campus partners to repost SGA's social media posts
- Attend all SGA-related events and activities for social media content
- Attend officer retreats and developmental sessions
- Attend Department of Communications Team and Executive Operations Meetings
- Perform all other duties as assigned by the Director of Communications and Executive Vice President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee.

Webmaster

Proposed stipend: \$589 per year subject to Stipend Review Committee review

Hours of work per week: 3

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students
- Uphold the values and work towards the vision of the organization
- Attend all mandatory trainings and in-services
- Frequently update the SGA website and make changes as requested
- Manage and update the SGA myUMBC page weekly
- Be familiar with Wordpress and other website creation and maintenance tools
- Attend officer retreats and developmental sessions
- Attend Department of Communications Team Meetings
- Perform all other duties as assigned by the Director of Communications and Executive Vice President.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Student Organization Support Team

The Student Organizations Support Team (SOST) assists the Vice President of Student Organizations (VPSO) in all matters concerning the betterment and representation of UMBC's undergraduate student organizations. SOST works on developing programs that contribute to enriching the culture surrounding student organization involvement while properly activating and engaging student organizations for a university-wide better perception of groups.

Student Organization Committee Representative

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.

- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Assist the SOST in properly activating and engaging student organizations for a university-wide better perception of groups
- Attend the Student Organization Committee (SOC) meetings to participate in the evaluation, recommendation, and confirmation or rejection of student organizations being presented before the committee
- Perform check-ins with all student organizations with active applications before the SOC
- Act as the direct liaison to all student organizations established in the last two years before your appointment
 - Organize meetings with all student organizations within this classification
 - Host programs and training to contribute to the success of newly recognized groups in conjunction with the Director of Programming
- Conduct research to assist in directing the work of student organization support
 - Performing pre and post-evaluation research that is relevant to the scope of the position
- Attend Weekly Student Organization Support Team meetings
 - Time will be determined before the start of each semester
- Be knowledgeable of, support, and abide by all UMBC Guiding Documents
- Perform all other duties as assigned by the SGA Vice President for Student Organizations
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Programming

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.

- Uphold the values and work towards the vision of the organization.
- Assist the SOST in properly activating and engaging student organizations for a university-wide better perception of groups
- Develop new and enhance existing programs, events, and training that benefit student organizations at UMBC
 - Host programs to contribute to the success of newly recognized groups in conjunction with the Student Organization Committee Representative
 - Adjust training such as Roundtable, LeadingOrgs, etc., to improve their efficiency in guiding student organizations
- Manage and act as the lead administrator of the Student Organization Resource Center (SORC)
- Conduct research to assist in directing the work of student organization support
 - Performing pre and post-evaluation research that is relevant to the scope of the position
- Attend Weekly Student Organization Support Team meetings
 - Time will be determined before the start of each semester
- Be knowledgeable of, support, and abide by all UMBC Guiding Documents
- Perform all other duties as assigned by the SGA Vice President for Student Organizations
- Complete an end-of-term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Director of Collaboration

Proposed stipend: \$1,566.74 per year subject to Stipend Review Committee review

Hours of work per week: 8

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Assist the SOST in properly activating and engaging student organizations for a university-wide better perception of groups
- Coordinate the effort of building collaboration amongst the different student organization classifications
- Act as the chief counselor to the VPSO and SOST on properly connecting student organizations with the Student Government Association

- Conduct research to assist in directing the work of student organization support
 - Performing pre and post-evaluation research that is relevant to the scope of the position
- Attend Weekly Student Organization Support Team meetings
 - Time will be determined before the start of each semester
- Be knowledgeable of, support, and abide by all UMBC Guiding Documents
- Perform all other duties as assigned by the SGA Vice President for Student Organizations
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Treasurer Support Team

Coordinator of Training

Proposed stipend: \$783.37 per year subject to Stipend Review Committee review

Hours of work per week: 4

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Assist in treasurer trainings
- Proofreading documents, materials, and communications
- Managing financial communications with student organizations
- Responding to common emails
- Helping manage SGA accounts and expense tracker, such as expenses made by Finance Board, Senate, and the Executive Branch
- Attending meetings with administration when applicable
- Taking on special projects/initiatives as assigned
- Perform all other duties as assigned by the Treasurer.
- Complete an end of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Coordinator of Budget Maintenance

Proposed stipend: \$783.37 per year subject to Stipend Review Committee review

Hours of work per week: 4

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Proofreading documents, materials, and communications
- Managing financial communications with student organizations
- Responding to common emails
- Helping manage SGA accounts and expense tracker, such as expenses made by Finance Board, Senate, and the Executive Branch
- Attending meetings with administration when applicable
- Taking on special projects/initiatives as assigned
- Perform all other duties as assigned by the Treasurer.
- Complete an end of term report by May 1, 2025
- Submit weekly reports to the SGA Stipend Review Committee

Legislative Branch

Senate

Speaker of the Senate

Proposed stipend: \$3,534.30 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.

- Facilitate weekly Senate meetings and develop, abide by, and hold other senators accountable to the approved attendance policy
- Attended meetings for the University Steering Committee unless communicated otherwise
- Prepared agenda for weekly Senate meeting 48 hours before meeting
- Performed hiring/screening/etc. to fill Senate vacancies
- Communicate with members of the Executive Branch and encourage collaboration whenever possible
- Attend regular meetings of the SGA Steering Committee
- Oversee the hiring and training of the Senate Secretary who will record the minutes of each meeting
- Ensure that all Senate business is properly documented and archived by your term's conclusion
- Serve on university shared governance committees
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Assistant Speaker of the Senate

Proposed stipend: \$3,534.30 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Attend weekly Senate and abide by the approved attendance policy
- Work with the Vice Chair of the Finance Board to coordinate the Stipend Review Committee process
- Attend regular meetings of the SGA Steering Committee
- Communicate and collaborate with members of the Executive Branch whenever possible
- Serve on university shared governance committees
- Assist the Speaker whenever possible
- Coordinate the assignment of Shared Governance Committees to Senators
- Serve in the Speaker's absence at Senate meetings
- Update Senate body and SGA on progress regarding initiatives and projects
- Fulfill all responsibilities assigned to Assistant Speaker in SGA's Guiding Documents.
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Senate Secretary

Proposed stipend: \$1,178.10 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Record and format meeting minutes for the Senate
- Attend the duration of every Senate meeting
- Manage the signing and archiving of all Senate legislation, collaborating with the Finance Board Secretary for Joint Legislation
- Maintain the Senate office hours calendar
- Perform all other duties as assigned by the Speaker of the Senate
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Senator

Proposed stipend: \$3,269.69 per year subject to Stipend Review Committee review

- Attend weekly Senate meetings and abide by the approved attendance policy (Note: You must attend weekly meetings. Senate meetings are weekly on Mondays at 5:30 until the meeting's conclusion)
- Collaborate with other senators to create initiatives to enhance the UMBC community that are grounded in the voice of students on campus.
- Actively make an effort to participate in and promote all SGA-affiliated initiatives and events
- Promote and support UMBC undergraduate students by actively working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community. This includes completing initiative(s) related to the campus community either individually or in partnership with others
- Communicate with members of the Executive Branch and encourage collaboration whenever possible
- Meet regularly with various UMBC community members (faculty, staff, administrators, and other students) to effectively represent the interests of the student body
- Attend all mandatory trainings and in-services
- Serve on university shared governance committees
- Fulfill all other responsibilities assigned to Senators in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Finance Board

Chair of the Finance Board

Proposed stipend: \$3,534.30 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Facilitate weekly Finance Board meetings and develop, abide by, and hold other Representatives accountable to the approved attendance policy
- Partner with the Treasurer to ensure the smooth functioning of the allocation request process
- Oversee the hiring and training of the Finance Board Secretary who will record the minutes of each meeting
- Serve on the Student Organizations Committee
- Attend regular meetings of the SGA Steering Committee
- Communicate with members of the Executive Branch and encourage collaboration whenever possible
- Ensure that all Finance Board business is properly documented and archived by your team's end
- Assist student organizations in navigating the allocation request process whenever possible
- Fulfill all other responsibilities assigned to Finance Board Representatives in SGA's Guiding Documents
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Vice Chair of the Finance Board

Proposed stipend: \$3,534.30 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.

- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Facilitate weekly Finance Board meetings and develop, abide by, and hold other Representatives accountable to the approved attendance policy
- Partner with the Treasurer to ensure the smooth functioning of the allocation request process
- Oversee the hiring and training of the Finance Board Secretary who will record the minutes of each meeting.
- Serve on the Student Organizations Committee
- Attend regular meetings of the SGA Steering Committee
- Communicate with members of the Executive Branch and encourage collaboration whenever possible
- Ensure that all Finance Board business is properly documented and archived by your term's end
- Assist student organizations in navigating the allocation request process whenever possible
- Fulfill all other responsibilities assigned to Finance Board Representatives in SGA's Guiding Documents
- Meet with the primary SGA advisor or their designee on a weekly or bi-weekly basis
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Submit weekly reports to the SGA Stipend Review Committee

Finance Board Secretary

Proposed stipend: \$1,178 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Record and format meeting minutes for the Finance Board
- Attend the duration of every Finance Board meeting
- Manage the signing and archiving of all Finance Board legislation, collaborating with the Senate Secretary for Joint Legislation
- Maintain the Finance Board office hours calendar
- Perform all other duties as assigned by the Chair of the Finance Board
- Fulfill all other responsibilities assigned in SGA's Guiding Documents
- Complete End of term report by May 1, 2026
- Abide by the expectations and requirements of the SGA Stipend Review Committee

Finance Board Representative

Proposed stipend: \$3,269.69 per year subject to Stipend Review Committee review

- Promote and support UMBC undergraduate students by working with them and other campus partners to co-create programs, services, and relationships to improve the UMBC community.
- Actively make an effort to participate in and promote SGA-affiliated initiatives and events.
- Represent SGA and the student body in a variety of settings, potentially including in meetings with faculty, staff, administrators, and other students.
- Attend all mandatory trainings and in-services.
- Uphold the values and work towards the vision of the organization.
- Attend weekly Finance Board meetings and abide by the approved attendance policy (Note: You must attend weekly meetings. Finance Board meetings are weekly on Tuesdays at 5:30 until the meeting's conclusion)
- Communicate with members of the Executive Branch
- Serve as a liaison to student organizations as they navigate the SGA budgeting process
- Fulfill all other responsibilities assigned to Finance Board Representatives in SGA's Guiding Documents
- Complete an end of term report by May 1, 2026
- Submit weekly progress reports to the SGA Stipend Review Committee