

ARTICLE 7: OFFICERS

Section 1

The State Chair, Vice Chair, and Treasurer Secretary are elected by the Board. The officers of Students United shall be the State Chair, Vice Chair and Treasurer Secretary. Officers are ex-officio, non-voting members of the Board of Directors. Officers shall not hold any position in their respective campus student associations except as a member or a chair of a campus or student association committee. Officers must be students, unless the board grants an exemption to this requirement for an officer who loses their student status during their term. Officers will undergo a performance evaluation at the last scheduled board meeting of each semester. Their evaluation will be conducted by the Board of Directors and will include the expectations outlined in their position description and any others set by the board at the beginning of each semester.

Section 2

The State Chair shall be the responsible for governance of Students United. The State Chair shall:

- A. Consult with the Executive Director on the implementation and coordination of Students United proposals/programs.
- B. Be responsible for the administrative duties of Students United's Board of Directors, including calling and chairing meetings, the coordination and dissemination of information. The State Chair works closely with the Executive Director to ensure that relationship between the Board and personnel is meeting expectations.
- C. Ensure that a written agenda is submitted to all members of the Board of Directors at least ten (10) business days in advance of any scheduled meeting or included in the call of the meeting, if the call is sent fewer than ten (10) business days in advance.
- D. At the direction of the Board of Directors, schedule Board of Directors meetings, events, and conferences.
- E. Ensure that a copy of the minutes of the Board of Directors meeting is available online no later than ten (10) business days after the Board of Directors meeting.
- F. Serve as the primary spokesperson for Students United.
- G. Attend at least two staff meetings monthly during the academic year.
- H. Be authorized to make expenditures clearly identified in the approved budget and/or specifically called for by an approved Students United regulation or program.
- I. Serve as Students United's representative to the Office of Higher Education Student Advisory Council.
- J. Be responsible for presenting the Students United report, both verbally and in writing, at the meetings of the Board of Trustees and its committees.

- K. Make appointments to commissions, task forces, study groups, search committees and other groups that impact students and Minnesota public higher education.
- L. Attend all official functions of Students United.
- M. Provide consultation to the Executive Director on management.
- N. Draft documents, henceforth known as Position Papers, outlining the rationale behind every Students United position, in conjunction with the Students United staff.
- O. Complete a transition document for the next State Chair and facilitate the completion and sharing of transition documents between incoming and outgoing board members and officers.
- P. Work to achieve the Board of Directors' objectives, program outcomes, and vision of the organization.
- Q. Meet monthly, during the academic year, with the Chancellor of Minnesota State according to the Chancellor's availability.
- R. Ensure board compliance with all applicable policies, laws, and expectations and be responsible for facilitating action on board-level conduct complaints and whistleblower complaints about unethical or illegal acts.
- S. Conduct campus visits.
- T. If able, chair the State Chair elections and other elections, as needed.

Section 3

The Vice Chair shall:

- A. Perform the duties of the State Chair in the State Chair's absence or at the State Chair's request.
- B. Attend all official functions of Students United.
- C. Perform any duties assigned by the Board of Directors and/or State Chair.
- D. Chair the Delegates Assembly, Internal Affairs Committee, and other committees as assigned by the board.
- E. Attend at least one staff meeting monthly.
- F. Assist the State Chair, Board of Directors, and staff in planning, coordinating, and implementing all Students United regular and special events and programs.
- G. Ensure that a copy of the minutes of the Delegates Assembly meeting is available online no fewer than ten (10) business days after the Delegates Assembly meeting.
- H. Serve as Co-Chair of the Scholarship and Alumni Advisory Board.
- I. Conduct campus visits.
- J. If able, chair the Vice Chair elections and other elections, as needed.

Section 4

The Treasurer Secretary shall:

- A. Attend all official functions of Students United.
- B. Perform any duties assigned by the Board of Directors and/or State Chair.
- C. Attend at least one staff meeting monthly.

- D. Assist the State Chair, Vice Chair, Board of Directors, and staff in financial aspects of and implementation of all Students United regular and special events and programs.
- E. Review invoices and payroll reports.
- F. Chair the fiscal committee.
- G. Be the liaison between the accountant, the Financial Team, and the Board of Directors.
- H. Oversee the preparation of monthly financial reports and update the Board of Directors, and any relevant committees of the board, on progress and spending related to board initiatives, programs, and annual program outcomes.
- I. Lead initials on invoices and signatures on all checks if available.
- J. Responsible for preparing and presenting budget materials and other relevant financial information to the student associations.
- K. Inform the Board of Directors when line items approach or exceed the budget.
- L. Be a part of all meetings and official conversations/correspondence with the Students United bookkeeper, and all other financial advisors and entities, and shall be in charge of recording and reporting the on goings of these meetings/discussions to the Board of Directors.
- M. Meet monthly with fundraising staff and/or financial team to discuss and engage with grants, donations, and other fundraising efforts and report to the Board of Directors.
- N. Conduct campus visits.
- O. Assist the state chair with administrative duties of Students United's Board of Directors, including the coordination and dissemination of information, scheduling meetings, and following up with board members to ensure board tasks are getting done.
- P. Ensure the board of directors has the necessary materials ahead of board meetings, retreats, trainings, and events.
- Q. Assist the state chair with follow-up emails after board meetings.
- R. Assist the state chair with providing resources and support to the board and responding to board questions and requests.
- S. If able, chair the Treasurer elections and other elections, as needed.
- T. Record and distribute board meeting minutes.