

Overview and Responsibilities of Elected Roles of the Executive Committee

- A. The duties of the **BHE Student Member/SAC Chairperson** are as follows:
 - 1. To preside at all meetings of the Student Advisory Council at which they are present;
 - 2. To call special meetings of the Student Advisory Council;
 - 3. To serve as an ex officio voting member of all committees of which they are not a regular member;
 - 4. To appoint and remove, subject to the approval of the Council, Chairpersons and members of Committees of the Student Advisory Council;
 - 5. To appoint, subject to the approval of the council, successor members of committees and chairpersons of the committees if, for any reason, a vacancy should appear in any such office;
 - 6. To attend all regular and special meetings of the Board of Higher Education and its Advisory Councils;
 - 7. Keep the Board of Higher Education apprised of SAC matters;
- B. The duties of the **Vice Chairperson** are as follows:
 - 1. To perform the duties of the Chairperson in the event of their absence or illness and assist in the preparation and conduct of the general business under the direction of the Chairperson;
 - 2. To serve as an ex officio voting member of all committees of which they are not a regular member.
- C. The duties of the **Parliamentarian/Policy Chair** are as follows:
 - 1. To serve as Chair of the Policy Committee;
 - 2. To draft motions, resolutions and policy for the Executive Committee and SAC to review and approve;
 - 3. To advise on areas of policy that help move the SAC goals forward.
- D. The duties of the **Secretary/PR Chair** are as follows:
 - 1. To serve as Chair the Public Relations Committee;
 - 2. To give written notice of all regular and special meetings of the Student Advisory Council, the committees, and to compile and distribute agendas thereof;
 - 3. To assist the Chairperson in scheduling and preparing agendas for other events including orientation for new members;
 - 4. To prepare the minutes of the meetings of the Student Advisory Council and to certify official documents and proceedings;
 - 5. To conduct correspondences on behalf of the Student Advisory Council and to certify official documents and proceedings;
 - 6. To perform duties not inconsistent with those prescribed from time to time by the Chairperson.

Students Elected to Serve on the Board of Higher Education

These three students serve in an advisory or voting role on the Board of Higher Education. They attend the Board of Higher Education meetings and the SAC meetings and act as liaisons between their campus segment, the Student Advisory Council, and the Board of Higher Education, representing the voices of all public higher education students across their segment,

The **BHE Student Member** will:

- 1. Serve as an ex officio non-voting member and Chair of the Student Advisory Council;
- 2. Keep the Student Advisory Council apprised on matters of the Board of Higher Education;
- 3. Serve as the spokesperson of the Student Advisory Council and represent SAC to the Board of Higher Education.

The two (2) **Segmental Student Advisors**

- 1. Serve as members of the Student Advisory Council, with voting privileges only if they coincide with Article II; Section 2 of SAC Bylaws;
- 2. Keep the Student Advisory Council apprised on matters of the Board of Higher Education in place of the absence of the BHE Student Member.

Additionally, all elected members will:

- 1. Attend regularly scheduled SAC meetings and any special meetings the BHE Student Member/SAC Chairperson calls. There are 6 meetings per academic year.
- 2. Serve as a member of the Executive Committee and be part of a weekly phone call to work on strategy and move forward with the SAC initiatives.
- 3. Help set the monthly meeting agendas.

If you have additional questions, please contact Nicole Johnson at nicjohnson@dhe.mass.edu.