



## *Officer Duties & Descriptions*

### **Introduction**

All students in good standing with the Honors College are members of the Honors College Student Council (HCSC). The purpose of the HCSC is “to promote the interests and welfare of the LSU Honors College; to provide social, cultural, and educational opportunities for the students of the Honors College; and to create and maintain a forum for the discussion of issues and concerns vital to the students of the Honors College and to represent those concerns to the campus and community.”

The HCSC is led by an Executive Board. The HCSC Executive Board consists of the officers of the Council, plus three Freshmen Representatives (elected in the fall), three **Sophomore Representatives**, three **Junior Representatives**, and three **Senior Representatives**. The officers of the HCSC include a **President**, two **Vice Presidents**, a **Secretary**, a **Treasurer**, and a **Historian**.

### **Eligibility**

To be eligible to be elected to or to hold an office, a student must be enrolled as a full-time student at LSU; must be in good standing with the University, have at least a 2.0 cumulative GPA, and not on academic or disciplinary probation or deferred suspension; and must have been in good standing with the Honors College for at least one semester.

To be eligible to be elected to and to hold the office of President, in addition to the above requirements, a student must have been enrolled at least two semesters in good standing with the Honors College and must have previously served on the Honors College Student Council Executive Board.

### **Positions**

*Representatives (Three Seniors, Three Juniors, Three Sophomores)*

Representatives are required to attend all meetings and events, help as necessary, and express thoughts, ideas, and concerns with proposals. In the spring semester, each class of representatives will sponsor a special activity or program.

*Historian*

“The Historian will keep a record of all Council activities and be responsible for taking pictures or otherwise documenting all Honors College Student Council events. The Historian will also prepare monthly reports for the President and Advisor that indicate the proceedings of the council for the previous month. These records will be kept as a record of activity for the use of future Councils.”

*Treasurer*

“The Treasurer shall receive all monies and disburse all funds of the organization, shall keep an accurate record of receipts and expenditures, and shall present a financial statement at meetings requested by the president. The Treasurer will also create a semester budget for the organization in consultation with the President and be responsible for all requests of funds and fundraising activities.”

*Secretary*

“The Secretary shall record the minutes of all meetings and shall maintain a record of all Council correspondence. In addition, the secretary shall keep a roster of all active members and oversee all publications and publicity relating to the organization.”

*Second Vice President (Social)*

“The Second Vice-President shall assume any specific duties as delegate by the president. The Second Vice-President shall also co-ordinate the social and cultural activities of the organization.”

*First Vice President (Service)*

“The First Vice-President shall conduct meetings in the absence of the president and shall assume the office of president in the event of the resignation or removal of the president. The First Vice-President shall co-ordinate service and educational activities of the organization.”

*President*

“The President shall conduct meetings, appoint the Chairpersons of committees, maintain liaison with the Dean of the Honors College, and shall perform other such duties as may be prescribed in the constitution or are assigned by the membership or the Executive Board. The President has the ability to delegate specific responsibilities to the vice-presidents if necessary.”

\*Quoted items were taken from the Honors College Student Council Constitution.