Executive Cabinet Goals By Office

President

- Work on a daily basis to coordinate the work of the Executive Cabinet. Have a meeting weekly with each individual officer outside of exec. meetings
- Work on a weekly basis with the coordinator of committees and judicial to ensure that all three branches function well
- Make and keep at least one meeting with a different student group every week in addition to the organizations already involved in
- Serve on at least two University committees not including the Board of Regents
- Meet with each committee head at least twice a month to discuss the committee and current legislation
- Establish an excellent constituent service with the aid of the office associate

Executive VP

- Serve on at least one University committee
- Schedule and keep at least two meetings with different student groups to discuss issues important to WKU and SGA per month
- Meet with the other executive officers
- Set congressional/chair precedence in regard to the required movement of legislation
    - No legislation should be read before congress if it has not been approved by committee or if it has not been turned into the EVP in a timely manner
    - Debate should not be limited to congress members
- The agenda should be completed, posted on the glass in front of the SGA office, and emailed to all members on the email list before noon every Tuesday. All new business, old business, the Seconds and the weekly budget report will be attached.
- The packets containing the documents listed above should be distributed to the executive officers and media

VP of Finance

- Schedule and keep meeting with at least two different student groups per month to report on the business of SGA and poll the students regarding problems ect..
- Serve on at least one university committee, preferably the Budget Council
- The budget snapshot should be taken on Monday afternoons before the Tuesday congress meetings from Banner
    - A standing appointment should be made with Stephanie or Cathy in the SA office to get this done
- The budget report should be delivered electronically to the Office Associate by 11:00 on Tuesday

- The weekly budget report will be posted on the glass of the SGA office
- At any given time, the VPF will be able to tell any student how much is committed, and the actual amount left in any line item of the budget

VP of Public Relations

- Schedule and keep meetings with at least two different student groups per month to report on the business of SGA and poll the students regarding problems ect..
- Serve on at least one University committee, preferably the University Publications Committee
- The Seconds should be done and turned in electronically to the Office Associate by 11:00 on Tuesdays
- Weekly press releases will be sent out to all media outlets in Bowling Green
- Administer the Ambassador Program
- Coordinate with housing to have one of our brochures per on campus student when they move into their residence halls —mai\
- Coordinate with the IT director and the Office Associate regarding the maintenance and update of the website
- Plan, schedule and follow through with all programming regarding SGA with at least two weeks leeway
- Work with the Herald, WWHR FM 91.7, and WKYU Channel 12 to get out our name, events and legislation
    - 91.7 has promised us free PSAs (Public Service Announcements)
    - Increase budget for Herald ad space and utilize it well
    - Meet with Channel 12 to see if they can do PSAs

VP of Administration

- Schedule and keep meetings with at least two different student groups per month to report on the business of SGA and poll the students regarding problems ect..
- Serve on at least one University committee, preferably the University Publications Committee
- Have the minutes mailed, emailed and posted by noon on Wednesdays after Tuesday congress meetings
- Have the executive minutes emailed and posted by noon the day after the executive cabinet meetings
- Create a check list for legislation and lobby, with the help of other officers, for the legislation passed by congress

Appointments

Coordinator of Committees	Scott Wolfe
Academic Affairs	Natalie Croney and Kyle Gott
Campus Improvements	Shawn Peavey
LRC	Robert Watkins
Public Relations	Evelina Petkova and Brittany Fausey
Senior Banquet '	Stacy Adkisson
Student Affairs	Tim Howard and Katie Dawson
IT Director	Matthew Pava
Judicial Council Chief Justice	Troy Ransdell
JC Justice I	Scott Broadbent
JC Justice II	Gretchen Light
JC Justice III	Kristin Hartley
JC Justice IV	Josh Collins