



University of Maine Student Government, Inc. Job Description

President

Position: UMSG President	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: Constitutional
Supervisor: General Student Senate	Department/Division: Executive and Legislative
Base Pay Rate: \$7,395 per academic year. (\$510 bi-weekly/15 hours per week/\$17 per hour)	Required Academic Semester Office Hours: To Average 10 hours per week/to average 5 out of office hours per week

Required Job Tasks

1. Serve as the President and Chief Executive Officer of Student Government.
 - a. Be ultimately accountable for all actions, decisions, and policies of the Student Government Executive branch.
 - b. Ensure that the UMSG, Inc. Constitution, General Student Senate Standing Rules, and all other policies are adhered to.
 - c. Set the direction, tone, and initiative for UMSG, Inc.
 - d. Lead and direct the directors and vice presidents of UMSG, Inc.
 - e. Lead and direct organizational alumni engagement and outreach.
 - f. Consult with the UMSG, Inc. attorney on organizational legal matters.
2. Chair Student Government Cabinet meetings weekly and all meetings of the Executive Committee.
3. Attend all meetings of the General Student Senate.
4. Attend all Executive Budgetary Committee Meetings.
5. Attend all Student Entertainment Committee meetings.
6. Be functionally competent with parliamentary procedures.
7. Represent the interests and perspective of the undergraduate student body to the staff, faculty, administration, and other educational/political leaders in the State of Maine.
8. Perform all other duties as directed by the General Student Senate.
9. The President must sign all resolutions in their final form after having been approved by both the Senate and Cabinet.
10. Address any legal or audit emergencies during vacations at the advisement of the UMSG, Inc. attorney or the Assistant to the Vice President for Financial Affairs (AVPFA) should they arise.