



University of Maine Student Government, Inc. Job Description

Vice President

Position: UMSG, Inc. Vice President/ President of the General Student Senate	Term of Employment: One Year
Last Revision Date: November 18, 2025	Employee Type: Constitutional
Supervisor: General Student Senate	Department/Division: Executive and Legislative
Base Pay Rate: \$9,135.00 per academic year. (\$630.00 bi-weekly/15 hours per week/\$21 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. Shall serve as President of the General Student Senate (GSS) and, as such, shall represent and express the wishes of the GSS to any person outside said body.
2. Shall act with the President in coordinating the activities of the Student Government.
3. Shall sit as a voting member on the President's Cabinet.
4. Shall serve as a voting member of the EBC.
5. The President of the GSS shall call all meetings of the GSS.
6. The Vice President shall ensure that nominations and elections for each chairship and liaison position within the GSS are held within the first three weeks of each semester.
7. If a chair/liaison position falls vacant, the Vice President shall ensure that nominations and elections are held for said vacant positions at the following GSS meeting. The Vice President may approve changes in committee membership at any time.
8. The President of the GSS shall report his or her activities, communications, and announcements to the GSS at each regular meeting.
9. Shall supervise the Executive Administrative Assistant and UMSG, Inc. Clerk to ensure that minutes from meetings of the GSS are properly recorded and filed.
10. The President of the GSS must sign all resolutions in their final form after having been approved by both the Senate and Cabinet.
11. Shall maintain records of the term in which he/she serves and prepare the officer who follows for all duties he/she will be responsible for.
12. The Vice President shall be responsible for inviting guest speakers to meetings of the General Student Senate.
13. Shall perform such other duties as directed by the GSS.