



**University of Maine Student Government, Inc. Job Description
Vice President for Student Organizations**

Position: Vice President for Student Organizations	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Student Organizations
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. The Vice President for Student Organizations (VPSO) shall ensure that the Student Organizations Recognition Policies (SORP) are adhered to.
2. The VPSO shall be responsible for maintaining and distributing a database of active, inactive, and suspended Student Government organizations, representative boards, and community associations in an organized manner. This database shall include but is not limited to the following: a listing of officers (including the President, Vice President, Treasurer, and Advisor of the organization), a listing of recognition dates (including the date the organization received preliminary and final recognition as well as the date of the organization’s last update), and a listing of the date of the most recent constitution/bylaws.
3. The VPSO shall be the chair of the Student Organizations Committee (SOC). As chair, the VPSO shall preside over all meetings of the SOC, keep attendance of each meeting of the SOC, and report all decisions of the SOC to the General Student Senate.
4. The VPSO shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings. The VPSO shall also attend all Executive Budgetary Committee (EBC) meetings.
5. The VPSO shall supervise the activities of all Representative Boards and Community Associations.
6. The VPSO shall be responsible for creating and revising the Preliminary and Final Recognition Application forms as well as the organization update form.
7. The VPSO shall assist all organizations seeking the various stages of recognition from UMSG, Inc.
8. The VPSO shall have the authority to approve the reactivation and suspension of organizations with the approval of the SOC; consideration is made to legal liability and student safety.
9. The VPSO shall regularly keep in contact with all organizations so that they may be informed regarding Student Government activities and resources, as well as the rights and responsibilities of a student organization.
10. The VPSO shall perform any other duties as specified in the SORP or as directed by the President of Student Government, Inc. or the GSS.
11. VPSO shall administer the Club Spotlight process.