



Policy - Cabinet Director Position Descriptions

Policy Committee:

All individuals in the Policy Committee will act to initiate conversations surrounding personal policy goals and will serve to assist the Director of Policy in any necessary measure. In addition to these, each member will adopt the following duties:

Legislation Monitor - Campus Affairs

Works directly with the Campus Affairs Committee of the Student Association Senate. Acts in conjunction with the Campus Affairs Chairperson to aid the committee as seen fit, whether through research, minute-taking, or otherwise. Is assigned with the task of monitoring the status of past initiatives and legislation to ensure follow-through. Required to attend meetings of the SA Senate.

Legislation Monitor - Student Affairs

Works directly with the Student Affairs Committee of the Student Association Senate. Acts in conjunction with the Student Affairs Chairperson to aid the committee as seen fit, whether through research, minute-taking, or otherwise. Is assigned with the task of monitoring the status of past initiatives and legislation to ensure follow-through. Required to attend meetings of the SA Senate.

Legislation Monitor - Internal Affairs

Works directly with the Internal Affairs Committee of the Student Association Senate, particularly the Oversight Committee. Acts in conjunction with the Speaker of the SA Senate and the Oversight Committee Chairperson to aid the committee as seen fit, whether through research, minute-taking, or otherwise. Is assigned with the task of monitoring the status of past initiatives and legislation to ensure follow-through. Required to attend meetings of the SA Senate.

Historian

Tasked with consolidation of all Senate Committee Meeting minutes so that they may be included in the weekly SA update email. Is responsible for updating the MSU Student Association website with all legislation passed through the SA Senate. Works with the Secretary of the Student Association as needed.

Campus Liaison

Keeps the Senate informed of campus events. Serves to aid the Secretary of the SA in matters concerning the organizational speaking requirements of the SA Senate. Acts as the liaison to campus in policy matters of the SA.

Clerk

Serves as a link between the Student Association Cabinet, Student Association Senate, and the Student Association Judicial Council to ensure proper communication is achieved and all branches are aware of the policy initiatives of the SA. Required to attend meetings of the SA Cabinet, SA Senate, and SA Judicial Council.