Welcome

Whether you’re new this year, filling in on behalf of another club member for a meeting or two, or a returning representative, we’re excited you’re here. Following are a few tips to help you navigate the meeting.

- Check your folder for agenda, minutes and related handouts.

- Set up your club placard (sign) on a holder in front of you. Raise this sign any time you (or your club) want to be recognized (e.g. voting, making a comment, asking a question, etc.).

- The back of your placard contains basic guidelines for Parliamentary Procedure via Robert’s Rules of Order.

- Meetings are conducted IVC with all campuses. Please use your microphone so students at each campus can hear you. If you’re in a room with “live mics,” please be aware everyone can hear each time you make a sound.

- Take the information from the meeting back to your club.

- If your club has a report to share (e.g. updates about events/activities, issues to address, etc.), please fill out the SGA Representative’s Club Report located in your folder. Give it to the SGA Secretary by the end of the meeting. If preferred, reports can be emailed to studentlife@ntc.edu with the subject “Club Report-Club Name.”

SGA Club Representative

If you’ve been elected, selected, or volunteered to be your student club’s SGA Representative or SGA Alternative Representative, keep the following general responsibilities in mind:

- Attends all SGA Representative Meetings (2nd and 4th Tuesday at noon).
  - Works with club advisor and club officers to coordinate attendance by the SGA Alternate Representative or another club member in the event they are not able to attend.

- Takes important information from meetings back to student club and gathers input.

- From student club, shares information with SGA about activities, needs and challenges.

- When necessary, represents student club and votes on issues brought forth by SGA.

- Represents student club by giving opinions and feedback to SGA Executive Board.

- Assists with special events as needed (e.g. Fall Picnic, Spring Fling, etc.).

- Serves on special committees as needed.

- Has a general commitment to the improvement of NTC.

- Completes other responsibilities outlined in student club’s constitution.