

## Student Association Executive Committee (SAEC) Officers

SA = Student Association; EC = Executive Committee (SAEC)

**President:** Presides over meetings of the Student Association and executive committee meetings, including facilitating access to meetings for flex life and students on internship. Represents the SA at all general meetings of the Advisory Board and faculty meetings, and maintains regular contact with administration.

**Vice President:** Performs the presidential functions in the former's absence. With the financial secretary, audits the financial records of the previous financial secretary (unless they served as the financial secretary in the previous year). Maintains regular contact with the Office of Seminary Relations. Is the liaison between the SA and the SA of GTU consortium schools. Also serves on the CLU Graduate and Professional Student Council as the PLTS SA representative, and as the student representative to one of the Advisory Board's sub-groups.

**Secretary:** Records minutes of the SA and EC meetings, distributing as needed, and correspondence of the SA. Announces meetings of the SA, and maintains SA archive. Is the second party of financial audit if there is a conflict of interest. Is the SA webmaster.

**Financial Secretary:** Keeps accurate records of SA funds. With the Vice President, audits the financial records of the previous Financial Secretary, unless they were the financial secretary last year. Works with the Finance and Student Life Offices to allocate SA funds at the discretion of the SA or EC. Assists standing committees and student groups/clubs with their budgets. *This position appointed by the SAEC following the reception of applications.*

**Academic Advocate:** Advocates best interests of students concerning academic matters in EC meetings and to administration. Attends regular meetings of the Faculty Academic Committee (FAC) and is the liaison between the EC and the FAC. Assess the academic wellbeing of the SA through formal and informal gatherings. Attends regular meetings of the Being Well Committee.

**Lutherans in the Public Sphere (LIPS) Advocate:** Facilitates opportunities for students, faculty, staff to live out their Lutheran identity as responsibly engaged world citizens. Acts as liaison between the larger Bay Area and the PLTS community, and between the SA and the CLU Community Service Center. Sits on the C4 Committee. In consultation with EC and other campus leaders, facilitates designation of monthly chapel offerings.

**Community Life Coordinators:** Advocates for the best interest of the life of the PLTS community. Coordinates the SA community calendar, monthly community events (e.g.: first Friday), and provision of pre-chapel coffee and snacks on Wednesdays.

**PLTS Being Well Liaison:** Meets regularly with the planning group of PLTS Being Well, and is an active member of PLTS Being Well.

**Flexible Life Liaison:** Is enrolled full- or part-time as a PLTS flexible life first MDiv student online. Communicates regularly with their flex life colleagues, fielding concerns and questions, and advocates for the best interests of flex life. *This position is appointed by the SAEC following the reception of applications.*

For the Student Association Constitution and descriptions of the offices, please see Chapter 3 of the Constitution, available at [http://www.plts.edu/students/student-services/documents/PLTS\\_StudentAssociationConstitution\\_Amended\\_20160511.pdf](http://www.plts.edu/students/student-services/documents/PLTS_StudentAssociationConstitution_Amended_20160511.pdf)

#### **SAEC Monthly meetings for 2016/17:**

- **Sept. 14, 2016**  
Elections follow Community Lunch
- **Sept. 21, 2016**, 3:00-4:30 p.m. (first SAEC meeting)
- **Oct. 19, 2016**, 3:00-4:30 p.m.  
Club budgets and grant applications due Fri, Oct. 14 by 5:00 p.m.
- **Nov. 16, 2016**, 2:00-3:30 p.m.
- **Dec. 7, 2016**, 2:00-3:30 p.m.
- **Feb. 15, 2017**, 1:00-2:30 p.m.  
Club budgets and grant applications due Fri, Feb 10 by 5pm
- **Mar. 15, 2017**, 1:00-2:30 p.m.
- **Apr. 19, 2017**, 1:00-2:30 p.m.
- **May 10, 2017**, 1:00-2:30 p.m.

#### **Sept. 14, 2016 Special Vote**

As discussed at the Sept. 2 meeting of the Student Association, the 2016 Summer Steering Committee is recommending an increase in the Student Activity Fee. ALL Student Association money comes from this fee, which provides for chapel snacks, first Friday events, club budgets, and student grants. The current yearly fee of \$100/ student (on campus) was set 10-15 years ago. That means that if there are 35 students on campus, the SA budget for the year is \$3500 for the year. A motion will be brought forward and discussed for increasing this fee. Please think about what you think is a fair increase (if you think it is fair to increase), and over what period of time that increase should happen (e.g.: raise to \$150/student over two years at \$25/student/year). *This vote will happen before the general elections as it is business of the 2016 Summer Steering Committee and not of the 2016-17 Student Association Executive Committee.* If students vote to increase this fee, it will take effect in the 2017-18 academic year. The student fee for this year has been set and will not change!