Cabinet Secretaries

Cabinet Secretaries are required to attend weekly cabinet meetings on Tuesday nights at 6 p.m., submit weekly reports, maintain effective communication with administration and meet the expectations of the President.

Secretary of Academics
- Attend Faculty Senate, meet with Academics Committee of Senate
- Meet with the Deans of each school
- Sit on the Library Board of Trustees
- Focus on issues relating to academic services (i.e. advisement, courses, evaluations), create and implement personal initiatives

Secretary of Athletics (Needs Summer Availability)
- Attend Athletic Advisory Committee meeting
- Meet with Athletic Marketing
- Focus on issues relating to school spirit, athletic attendance and improving the athletic experience
- Create and implement personal initiatives

Secretary of Student Services (needs summer availability)
- Serve on- and off-campus students, transfer students, veteran students, international students, non-traditional students
- Meet with various officials in Student Life and Student Affairs
- Focus on bringing services, programs and opportunities to students to improve quality of life

Secretary of Organizational Outreach
- Attend the House of Delegates
- Communicate with organizations regarding Student Government and initiatives
- Implement initiatives regarding the organizational experience and outreach

Secretary of Dining
- Attend Sodexo Board of Directors meetings
- Look for improvements in dining system and ways in which it could be improved
- Conduct reviews of all dining locations
- Create and implement personal initiatives pertaining to on campus eating locations and accessibility

Secretary of Environmental Affairs
• Meet with Sustainable Carolina and Eco-Reps
• Create and implement initiatives to better sustainability at the University
• Looks into efforts to reduce waste, improve sustainability and positively impact the environment

Secretary of Safety/Transportation (Needs Summer Availability)
• Meet with USCPD, Columbia PD, Sheriff’s Department, Director of Transportation Facilities
• Attend Central Midlands Transit meetings and others relating to safety and transportation
• Create and implement personal initiatives that improve transportation and safety on campus

Secretary of Multicultural Affairs
• Meet with Directors of Office of Multicultural Student Affairs
• Head the Multicultural Presidents’ Council
• Meet with the Chief Diversity Officer
• Create and implement personal initiatives

Secretary of Governmental Affairs (Needs summer availability)
• Communicate with local, state and national officials
• Coordinate Congressional Advisory
• Assist with Legislative Advisory Board
• Communicate with other institutions regarding higher education policy/funding
• Create and implement personal initiatives

Secretary of Institutional Affairs
• Coordinate with university committees and compiling their reports
• Implements initiatives related to improving the student impact on university committees

Secretary of Pride and Traditions
• Examine traditions and history of the University of South Carolina
• Collaborate with and attending Homecoming Committee meetings
• Play a part in Welcome Week and Graduation

Secretary of Alumni Affairs
• Maintain communications with past SG members
• Work on endowment for SG alumni
• Create and send out newsletters for current and former SG members
• Creates the SG alumni directory
• Attend Carolina Alumni and Garnet Circle meetings

Freshman Council Advisors (2)
• Plan and structure the upcoming Freshman Council
• Help select Freshman Council members
• Serve as mentor and advisor for Freshman Council
• Work with U101 programs

Secretary of Greek Affairs
• Communicate with NPC, IFC, NPHC and Multicultural Greek Council chapters
• Maintain communication with Greek advisors
• Creates and implement initiatives to improve Greek Life and integrate with non-Greek students

Secretary of Health, Wellness & Disabilities –
• Attend Healthy Carolina meetings
• Communicate with Office of Disabilities and Office of Counseling and Human Development
• Communicate with First Lady Patricia Moore-Pastides
• Create and implement personal initiatives to better the health and wellness of all students

Secretary of Community Outreach
• Attend City Council, Neighborhood Association and other community meetings
• Maintain contact with local officials and offices
• Implement initiatives to help improve Carolina involvement in the Columbia Community

Staff Positions
Staff positions will work very closely to the president and attend weekly staff meetings with the President at the discretion of the President.

Attorney General
• Act as the legal advisor to the President and the organization
• Represent Student Government in organizational challenges and suits
• Oversee write-in process during Student Body Elections
• Meet with University Legal and General Counsel
• Interpret legislation, the constitution and policy changes
• Assist with the creation of contracts and waivers
**Historian**
- Work to maintain the history and recording of Student Government
- Analyze past and current projects
- Researches historical facts of the organization
- Communicates with the University Libraries and the Daily Gamecock

**Membership and Recruitment Coordinator**
- Plan to Student Government Banquets and Ceremonies
- Coordinate recruitment events (Welcome Week, Organizational Fair)
- Help coordinate events in Student Government
- Analyze and aids retention of current members
- Sit on the Communications Team and serves on the President’s Staff
- Create and implements social programs and initiatives related to enhancing member experiences