



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Position Description: Secretary of Student Government

Qualifications:

- **Must maintain a grade point average of 2.5 (must remain in good standing with the college).**
- **Must be enrolled at least part-time in a degree, certificate, or diploma program.**
- **Must not be involved in any disciplinary action against or involving Technical College of the Lowcountry.**

Duties

- **Must be willing to serve as a role model and example for all TCL students on all TCL campuses.**
- **Must be present at 100% of Student Government Meetings to document what is discussed and decided upon by the group.**
- **Instrumental in establishing and advertising meeting dates. Must maintain accurate records and create and distribute agendas for each scheduled meeting.**