

## **Student Bar Association Position Descriptions**

### **President**

The President of the Student Bar Association (SBA) is responsible for enabling communication and interaction between the SBA, the student organizations, the students of Chicago-Kent, and the administration at Chicago-Kent. The President will preside over the SBA including but not limited to presiding over SBA general assembly meetings, SBA executive board meetings, and appoint SBA members to SBA committees. The President will represent the student body at meetings including but not limited to monthly faculty meetings, alumni board meetings, meetings with the Chicago-Kent administration, and meetings with individuals outside of Chicago-Kent. The President will serve on the Loan Repayment Assistance Program committee. The President will assist with student issues as necessary. The President must attend the annual ABA Annual Conference. The President is not allowed to sit on the executive board of any Chicago-Kent student organizations.

### **Vice President (Day) & Vice President (Evening)**

The Vice Presidents (Day Division and Evening Division) on the Student Bar Association (SBA) are responsible for enabling communication and interaction between the SBA, the student organizations, and the students of Chicago-Kent. The Vice Presidents represent their respective day- and evening- divisions and take a lead role in updating, amending, deleting, revising, and otherwise advocating on behalf of the SBA bylaws. Furthermore, the Vice Presidents will be responsible for managing the student organization locker assignments and shared student organization storage space. The Vice Presidents will represent the President at meetings or events where the President cannot attend in person. In the absence of the President, the Vice President of the Day Division shall preside over meetings of the General Assembly. Vice Presidents are not allowed to sit on the executive board of any Chicago-Kent student organizations.

### **Secretary**

The Secretary on the Student Bar Association (SBA) is responsible for maintaining the SBA website and complying and publishing the weekly SBA Announcements. The Secretary is responsible for maintaining the minutes and records of the meetings of the General Assembly. The Secretary will be responsible for managing room reservations for the student organization conference room on the concourse. The Secretary is not allowed to sit on the executive board of any Chicago-Kent student organizations.

## **Treasurer**

The Treasurer on the Student Bar Association (SBA) is responsible for maintaining the SBA budget including student organization semester allocations and reimbursements. The Treasurer is responsible for running weekly financial committee meetings where student organizations request supplemental funding. The Treasurer is not allowed to sit on the executive board of any Chicago-Kent student organizations.

## **ABA Representative**

The American Bar Association Representative (ABA Rep) on the Student Bar Association (SBA) is responsible for enabling communication and interaction between the ABA, the SBA, the student organizations, and the students of Chicago-Kent. The ABA Rep must attend the annual ABA Annual Conference. The ABA Rep is responsible for sending upcoming ABA events out in the SBA announcements each week. The ABA Rep should engage student organizations to connect with the ABA committees and provide panelists, speaking topics, and organize events.

## **CBA Representative**

The Chicago Bar Association Representative (CBA Rep) on the Student Bar Association (SBA) is responsible for enabling communication and interaction between the CBA, the SBA, the student organizations, and the students of Chicago-Kent. The CBA Rep must attend any student representative meetings of the CBA. The CBA Rep is responsible for sending upcoming CBA events out in the SBA announcements each week. The CBA Rep should engage student organizations to connect with the CBA committees and provide panelists, speaking topics, and organize events.

## **ISBA Representative**

The Illinois State Bar Association Representative (ISBA Rep) on the Student Bar Association (SBA) is responsible for enabling communication and interaction between the ISBA, the SBA, the student organizations, and the students of Chicago-Kent. The ISBA Rep must attend any student representative meetings of the ISBA. The ISBA Rep is responsible for sending upcoming ISBA events out in the SBA announcements each week. The ISBA Rep should engage student organizations to connect with the ISBA committees and provide panelists, speaking topics, and organize events.

## **CCBA Representative**

The Cook County Bar Association Representative (CCBA Rep) on the Student Bar Association (SBA) is responsible for enabling communication and interaction between the CCBA, the SBA, the student organizations, and the students of Chicago-Kent. The CCBA Rep must attend any student representative meetings of the CCBA. The CCBA Rep is representative for sending

upcoming CCBA events out in the SBA announcements each week. The CCBA Rep should engage student organization to connect with the CCBA committees and provide panelists, speaking topics, and organize events.

**Class Representatives (2L Day, 2L Evening, 3L Day, 3L Evening, 4L Evening, LLM)**

The Class Representatives on the Student Bar Association (SBA) are responsible for enabling communication and interaction between the SBA, the student organizations, and the students of Chicago-Kent. The Class Representatives are responsible for advertising all SBA events (career, diversity, social, etc.) and actively participating on SBA committees. The time commitment includes the monthly SBA general assembly meeting plus three (3) additional hours a month.