

President

The ASG President will be the representative head of the student government of NMSU Grants. The President serves as the liaison and representative at all Executive Board meetings, student body meetings, and other community activities. They plan and prepare the agenda meetings in order to lead the effort to help address student issues at NMSU Grants. They will perform tasks assigned to them by the VPSS or Academic Advisor.

Vice President

The ASG Vice President will serve as an assistant to the President. In the absence of the President, the VP will perform the duties of the office. The VP will work in conjunction with the President in facilitating events, and represent the President at functions when requested by the President. They will support in planning and preparing the agenda in order to lead the efforts to help address student issues at NMSU Grants. They will perform tasks assigned to them by the VPSS or Academic Advisor.

Secretary

The ASG Secretary will assist with preparing the agenda while keeping accurate documentations of the meetings, including minutes, notes, attendances, and records. The secretary must distribute these files three days prior to the subsequent meeting to all individuals. They will also assist in setting up events/activities, while performing duties assigned by the President, VPSS, and Academic Advisor.

Treasurer

The ASG Treasurer is responsible for facilitating the annual budget while conducting an audit at the beginning of the fiscal year with the business office. The Treasurer will keep official documentation of all club accounts and ASG funds are placed into the determining account funds. They will present budget timeline, legislation resolutions, request for funding (RFF), and financial goals/achievements. The treasurer will also perform duties assigned by the President, VPSS, and Academic Advisor.

Public Relations Officer

The ASG Public Relations Officer is responsible for the distribution, creation, and promotion of communication efforts to the student body, faculty, administration, and all NMSU Grants organizations. The PR Officer will inform all NMSU Grants students and staff of meetings and cancellations of any functions of the ASG, and coordinating long-term calendar events/dates, marketing efforts, Electronic Bulletin Board, and social media. They will also act as liaison between the ASG and NMSU Grants webmaster, while performing duties assigned by the President, VPSS, and Academic Advisor.

Senators

The ASG Senators represent their respective Academic programs (Associate of Arts, Science, and Applied Science) and must keep constant communication with students and program managers of their respective divisions (except Senators-at-Large). Senators-at-Large represent the entire NMSU Grants student body. Senators will represent their respective program during meetings, and present Legislation, Resolutions, Request for Funding (RFF), and other concerns. They will ensure all organizations submit the forms identified, while also performing duties assigned by the President, VPSS, and Academic Advisor.