



Colby College - Student Government Association
Administrative Chair Report
September 2022

Name	Position	Email
Alexandra Gillespie	Administrative Chair	aggill25@colby.edu

September Goals

- Schedule weekly meetings for Executive Board, including booking the location
- Learn how to/successfully take minutes for Executive Board meetings
- Schedule office hours for all class years and members of the Executive Board
- Collect information about SGA members for their bios on the website
- Organize Committees and Working Groups
- Get to know the other members of SGA
- Organize contact list for current SGA
- Submit minutes to the website
- Submit bios to the website

September Accomplishments

- Scheduled meetings for the Executive Board and booked the necessary locations
- Booked a location for Orientation
- Scheduled the office hours for the Executive Board
- Organized Working Groups
- Booked a photographer for SGA photos

September Addressed Feedback (ongoing)

- I will continue to be proactive but perhaps in fewer emails

October Goals

- Get the last of the class years' office hours scheduled
- Appoint non-SGA members to committees
- Get the remaining phone numbers for the contact list (liaisons)
- Keep brainstorming ideas for the Working Group
- Figure out what the Judiciary Committee is and how it runs
- Get the minutes and bios posted on the website

Questions or concerns? Please provide feedback to these members using [this link](#). This form will be checked weekly and they will get back to you as soon as possible.

Electronic Signature from member(s):

Alexandra Gillespie, SGA Administrative Chair