

# Chief of Staff Notes

## Improved Social Media Status- Press Secretary new role

-partner with the following accounts for more coverage:

- georgiacollege
- gcsustudentactivities
- gcsbobcatnation
- gcsuwellnessrec
- gcsbobcats
- any other

-possibly have post notifications on for these so instant reposts are possible

more posting and updates about all things GCSU next year:

as a voice of ALL the students, we are here to promote any achievements or events that allow students to feel more at home at Gcsu and find passions

- Use Daily student Digest email as resource- contact [frontpage@gcsu.edu](mailto:frontpage@gcsu.edu)
- **linktree in bio:**
  - link to Onedrive to all Bills + Resolutions
  - Link to exec's contact info / calendar to schedule meetings or ask any questions
  - SGA gcsu website
  - Complaint form (anonymous)
  - link to application for "Club of the Week (prioritize clu vbs who have big events on that week)
  - Link to Press Secretary contact for club promotion post
  - Current open cabinet or Senator positions (link to Chief Of Staff or President's contact to hold interviews)
- keep posting personal updates or stories, (members attending conventions, inspiring others to dive into opportunities outside university)
- Keeping Students informed on *what* we do:
- I often see posts on yikyak that negatively impacts students view of SGA, bc they don't know what we do
  - new clubs created (coordinate with PPT) (collaborate-post with club's insta)
  - If recent clubs/ interesting resolution posts are not feasible for more than 2 weeks, post a "catching up with Senate,," Detailing what current Senators are trying to achieve,
- "Club of the Week"
  - "Every week, we're thrilled to showcase a standout club! 🌟 Today, we're putting the spotlight on [Club Name] and their remarkable contributions to our campus community. Stay tuned for exciting updates, upcoming events, and a closer look at what makes [Club Name] truly special! #ClubSpotlight #CampusCommunity"
- recent passing resolutions that might catch the student bodies attention-
  - "in our most recent session..." \\\\\\\ "Look out for more updates as the administration..."
- holidays
  - ex: Black/Women's/Hispanic History Month, describing Campus events, promotions during each period
- homecoming schedule (tent city, basketball game, dances)
- University History- "this day in history"
- recent sports games or achievements
- Meeting members of SGA
  - personal post of each Executive members
  - "Feature Fridays" of any Legislative, Judiciary or Cabinet member
- recent election notices and (EV registration, tips, etc)
- Collaboration with other SGA members and clubs
  - work alongside Cab to repost content (as posts and stories) (collaborate or just send over templates)
  - Work alongside cabinet members, conveying any responses to complaint forms or DM's to account
- Executive member "takeovers" answering questions on story
- campaign election timeline- for HOCO (when candidacy form closes, general candidate interview meetings are, polls open, advertising/poster allowed, etc)
- campaign election timeline- Fall general elections, absentee ballot process
- Interview/ reach out to international students and see how they found their place here
- campus resources
  - Such as recent scholarships applications released by the university
- 2024 "wrapped" (copycat of Spotify) in November or early December
  - Including but not limited to
    - Amount total funded to clubs
    - How many clubs were formed
    - How many clubs or organizations were reposted or promoted on SGA instagram

- How many students responded to campus “wellness survey” (complaint form)
- “Here are some of our favorite projects from 2024: “
  - A, B, C
- “New year resolutions” (what we plan on doing next year)
- End with (Happy Holidays and or Happy New years)

\*\*if fails, start outlining posts each week

#### **Cabinet Positions and jobs:**

- Greek Life Coordinator (Sorority + Fraternity):
  - coordinate with Press Secretary about any events/fundraises
  - joint projects between greek like and SGA
- Environmental Affairs:
  - coordinate with Press Secretary about any events/fundraises (including clubs)
  - possible posters or such to promote environmental care and sustainability
- Athletic Affairs:
  - coordinate with Press Secretary about any events
  - seek opportunities to better improve student athletes experience's and promote representation of every team, (sponsorships, social media posts, etc)
  - coordinate with Thunder to get more public!!
- University Housing Affairs:
  - Possibly encourage RA's to sponsor hall “food grabs” or other community events, maybe send them a list each week or month on the planned activities
  - Encourage students to use complaint form on Gcsu insta
- Governmental Affairs:
  - Keep Press Secretary updated on any political related events
  - Coordinate GC Capitol Day
- Multi-Cultural Affairs: *(someone possibly related in Senate with committees listed below)*
  - Possibly work with Committee on Diversity and Inclusion, Committee on Campus Issues, and Committee of Student Affairs on topics addressed by students through form or other sources
- Surgeon General:
  - Overall health
  - Work with health clinic on events such as local outbreaks (like the freshman sicknesses, flu season, cold snaps, etc)
  - Work with press secretary to advertise your findings
  - Work on posters to advocate for healthy practices
  - Work on resolutions on how the administration can improve health
- Service Advancement:
  - Assist Campus Corner to promote giving (especially periods like before cold snaps start to happen, thanksgiving, wintertime (gloves, blankets, etc) (promote parking ticket exemption if donation made to campus corner)
- LGBTQ+ Affairs:
  - Same as Multi-cultural, collaborate with Standing committees
- International Affairs:
  - Help international students feel at home