



Secretary of City and Local Relations ROLE DESCRIPTION 2025-2026

What is the Indiana University Student Government (IUSG)

Founded in 1912, Indiana University Student Government (IUSG) exists to protect student rights and enrich student life. As the voice for all undergraduate and graduate students at IU Bloomington, IUSG works to ensure student perspectives shape decisions at all levels of governance. Beyond advocacy, IUSG develops and implements programs and projects that support students and address key campus challenges. IUSG is structured into three branches, Executive, Legislative, and Judicial, mirroring the federal government to ensure democratic representation and efficient governance. The Executive Branch, led by the Student Body President and Vice President, spearheads initiatives while advancing strategic priorities through its departments and offices. By fostering an inclusive and supportive campus, IUSG ensures that every Hoosier can thrive, academically, socially, and personally.

Responsibilities as a Member of the IUSG Executive Branch

- Participating in weekly Cabinet meetings and any required one-on-one meetings. Additionally, attending emergency meetings as needed.
- Advising the Leadership Team on departmental or office matters and broader issues affecting the student body.
- Developing and presenting proposals to the Executive Branch on events and programs within your department or office's scope.
- Managing a department-level or office-level budget with precision and accountability.
- Collaborating with Executive Branch members, other branches of IUSG, and student organizations to implement and execute programs effectively.
- Engaging with the Student Body Congress when relevant legislation impacts your department or office.
- Responding to emails and texts in a timely manner.
- Consulting with the Executive Press Secretary and President before engaging with the press or making any public statements on behalf of IUSG.
- Acting as an extension of the President, you will provide expertise in your department or office while representing IUSG on university committees, internal hiring committees, and ad hoc committees as appointed by the President.
- Upholding the IUSG Code of Conduct, and any standing rules established by the Executive Branch, while demonstrating respect for fellow members and a commitment to the IUSG Constitution and Bylaws.

Background of the Secretary of City and Local Relations

The Secretary of City and Local Relations advocates for student interests and develops programs that strengthen student engagement with local government, community organizations, and city affairs. The position is responsible for ensuring students are informed about local elections, have opportunities to participate in city governance, and are represented in policy discussions that impact student life in Bloomington. The position has historically been instrumental in compiling and promoting city committee vacancies and increasing student voter turnout in local elections.

Specific Responsibilities of the Secretary of City and Local Relations

- Maintain regular communication with IU Office of State Relations and establish connections with Senators from the state senate district 40 and representatives from the state house district 61.
- Monitoring local government legislation and policies that impact students, providing regular reports to the Leadership Team.
- Identifying and promoting opportunities for student involvement in city affairs.
- Notifying the student body about local elections and working to increase student voter turnout through engagement initiatives.
- Drafting and submitting comment letters to officials on legislation impacting students.
- Working closely with the Deputy Chief of Staff of Government Relations to align local policy developments with IUSG's policy priorities.
- Serve, when afforded the opportunity, as an ex officio member on the Bloomington City Council.
- Participating in the IUSG Political Engagement Committee, contributing to external advocacy and policy coordination.
- Leading an executive committee and facilitating meetings that provide students with opportunities to engage in the department's work.
- Overseeing a First-Year Intern, providing guidance on their project, and supporting their development within IUSG.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Deputy Chief of Staff of Government Relations, First-Year Intern, and Executive Committee are scheduled mutually, each lasting 30 min to one hr.
- Holding regular meetings with IU Office of State Relations and congressional offices and attending Bloomington City Council.
- The role requires a commitment of 3-5 hours per week for administrative and role-specific tasks.
- A minimum of one front desk shift of at least one hour is required every two weeks.
- If representing IUSG on a university committee, monthly meetings are expected.
- In total, the role requires approximately 8-10 hours per week.