



Congressional Secretary 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.
- Making an effort to attend IUSG events and service opportunities to support organizational initiatives and engage with the student body.
- 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 Congressional Secretary

The Congressional Secretary supports the operations between the Executive and Legislative branches of IUSG. This position is responsible for accurately recording and publishing legislative proceedings, ensuring clear communication between branches, and maintaining the integrity of official IUSG records. The position has historically been instrumental in fostering partnerships between Executive Branch members and congressional representatives, enabling them to work together on legislation that addresses student needs.

Specific Responsibilities of the Congressional Secretary

- Facilitating partnerships between Executive Branch members and congressional representatives, fostering joint efforts on student-focused legislation.
- Serving as the Secretary of the Department of Records, managing IUSG's legislative archives, financial reports, and Supreme Court rulings, alongside the Executive Secretary.
- Overseeing the accurate recording, maintenance, and publication of congressional records and proceedings, ensuring legislative transparency.
- Ensuring public access to IUSG statutes, minutes, and legislative documents, maintaining transparency and historical continuity.
- Presiding over the first organizational meeting of Congress until a Speaker is elected.
- Conducting orientation for newly elected members of Congress, covering IUSG history, legislative responsibilities, parliamentary procedure, and legislative drafting.
- Collaborating with the Student Body President to convene special legislative sessions when necessary.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- Student Body Congress meetings are held every Monday from 7:30 PM to 9:00 PM. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Chief of Staff are scheduled mutually, lasting 30 minutes to one hour.
- 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.