

## Section A: Duties of Executive Officers.

### 1. President.

It shall be the duty of the President to:

- a) Preside at all meetings of the Academic Senate Council and General Meetings.
- b) Serve on the Moorpark College and District administrative councils and committees in accordance with Title V and upon invitation by the administration.
- c) Represent the faculty at meetings of the Board of Trustees and keep the Academic Senate informed of pertinent decisions and topics of discussion.
- d) Communicate General Meeting and/or Academic Senate Council recommendations and proposals to the President of the college.
- e) Communicate General Meeting and/or Academic Senate Council recommendations and proposals to the District Board of Trustees.
- f) Prepare, with input from the other Executive Officers and the Senate Council, the agenda for Senate Council and General meetings.
- g) Be an ex-officio member of all Standing Committees except as otherwise provided in these By-Laws.
- h) Attend the program plan meetings with the Executive Vice President and the Fiscal Officer of the College as they discuss the needs laid out in the departments' program plans.
- i) Represent the faculty at both regular and annual budget meetings on campus and the District.
- j) Perform other duties as assigned by the Senate Council or the membership of the Senate through a General Meeting.

### 2. Vice-President.

It shall be the duty of the Vice-President to:

- a) Serve for the President of the Academic Senate during any temporary absence of the President.
- b) Be an ex-officio member of such committees as are designated by the President and the Senate Council.
- c) Be a member of Moorpark College and District administrative councils and committees in accordance with Title V and upon invitation of the administration.
- d) Represent the President of the Academic Senate as the President, Senate Council, or a General Meeting may direct.
- e) Perform other duties as assigned by the President, Senate Council, or a General Meeting.

### 3. Secretary.

It shall be the duty of the Secretary to:

- a) Issue notices of meetings, publish agendas and policy statements, and record and distribute minutes of all Senate Council and General meetings in paper and/or electronic formats.
- b) Conduct all correspondence appropriate to this office.
- c) Publish an annual summary of major actions, proposals, and accomplishments for distribution to the members of the Senate.
- d) Perform other duties as assigned by the President, Senate Council, or a General Meeting.

4. Treasurer.

It shall be the duty of the Treasurer to:

- a) Develop an annual Academic Senate budget to present to the Senate Council.
- b) Collect all assessments of the Senate when directed by the Senate Council.
- c) Receive and deposit funds as necessary in the name of the Senate.
- d) Issue requisitions, as needed, co-signed by the President of the Senate and/or another Senate Executive Officer.
- e) Bring financial statements of all transactions of the Senate to the Senate Council monthly as well as present a budget summary to Council at the end of each year.
- f) Perform other duties as assigned by the President, Senate Council, or a General Meeting.

5. Order of Precedence of Executive Officers

Order of precedence for officers shall be as follows: President, Vice-President, Secretary, Treasurer. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary function of the absent officer. A further order of precedence may be established by the Senate Council.

6 . Academic Senate Release Time

Members of the Senate executive council are entitled to 2.0 release time to be allocated by the Senate President in consultation with the officers and ratified by the Senate Council preceding an election or filling any vacancies.