# Roles and Responsibilities of Academic Senate Senators

## Representing your Department

* As an AS Senator you are representing your department(s) as a council representative.
* You are the voice of your department; bring questions, concerns, views and suggestions to the AS council from your department(s).

## Communication with your Department

* Bring information back to your department from the AS council meetings.
* Bring questions and concerns from your department to ASC and/or AS officers.

## AS Website

* You can access it at [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and also through your portal.
* Visit it often to stay informed of the many state initiatives and college policies that are coming into place.
* The agenda, handouts, and minutes are posted on the AS website.

## Voting on Motions

* You are the one vote to represent your department(s).
* If applicable or for pertinent issues, discuss and/or vote within your department beforehand and bring that vote to council.

## Prioritization Vote

* Don’t miss this meeting. It usually occurs in October.
* Again, you are the one vote to represent your department(s)
* There is much reading through parts of program plans and data that will be provided to help you prepare for voting. Please come prepared.
* If your department has requested a faculty position(s), you or someone from your department will give a spiel as to why your department(s) need this position(s).

## Reading

* There is a considerable amount of reading at times to prepare for a council meeting.
* Read the minutes for approval before coming to the next meeting. They are posted on the AS website 72 hours before each meeting. Bring any corrections you may find.
* Other readings include Administrative Procedures (APs) and Board Policies (BPs) that need approval, and Process Documents for the AS awards and other faculty opportunities.

## Passing the “torch”

* If/when you pass on the role of AS Senator for your department(s) to the next person, please review all of these roles and responsibilities of being an AS Senator to the new faculty member.
* If possible, have new members start to attend at the end of the previous school year they will start, to see how much fun we have.