

# Senate Officer Position Descriptions

## 1) Officer Descriptions

The following are additional details on the senate officer positions beyond the descriptions in the Senate By-Laws and Constitution and reflect the current distribution of duties and release time. However, both duties and release time are fluid, changing with executive teams and in response to trends in the state and locally and are at the discretion of the Senate President. Note also that these descriptions are incomplete and meant only to give an idea of the range of duties of each position. Please contact any officer if you would like more details.

- a) President                      1.0 release time
  - i) Presidential duties are the most varied but include attending district meetings, including the Board of Trustees meetings, supporting the faculty co-chairs and the work of the college standing committees, liaising with the college administration, and planning and running Senate Council meetings
- b) Vice-President                0.3 release time
  - i) Typical duties include the sabbatical leave committee, the Distinguished Faculty Chair Award, Great Teachers Seminar, End of Year Awards, and otherwise assisting the Senate President and Council
- c) Secretary                      0.2 release time
  - i) Typical duties include taking minutes during Council, sending calendar invites for Council & officer-related meetings, preparing minutes for Council review, and maintaining the Senate webpage
- d) Treasurer                      0.1 release time
  - i) Typical duties include presenting an annual budget to Council along with monthly budget updates, and student scholarships
- e) Additional information
  - i) Officers are also tasked with chairing workgroups as they arise from discussions in Senate Council, organizing the findings and results, and presenting them to Council
  - ii) Officers also meet roughly every other week to discuss the agenda for the next Council meeting and other issues, concerns, and ideas
  - iii) Joint Senate officer and Standing Committee faculty co-chair meetings are also held twice a semester