

Appendix C

Responsibilities/Duties of the Student Senate Secretary

The Secretary of Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student Senate President in aspects of student government/leadership.
- B. Record proceedings of all Student Senate and Senate/Cabinet meetings including the responsibility of motion slips.
- C. Submit within two (2) days of any meeting a typed draft of the minutes to the Senate Advisor, at which time corrections will be made. The final copy will be distributed within three (3) days of said meeting. The minutes shall be distributed to the students through the Stinger, the Student Senate website, and the posting boards.
- D. Maintain a roster, along with the Senate Advisor, of each Senator's attendance at meetings.
- E. Serve as the custodian of all records for the Student Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Serve as the chair of the Volunteer Committee.
- H. Monitor the Student Senate picture cases.
- I. Monitor office hour sign-ins.
- J. Other duties assigned by the Student Senate President.

As a member of the Executive Board of the Student Senate the Secretary is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.