

## **Appendix A**

### **Responsibilities/Duties of the Student Senate President**

The President of the Student Senate is responsible for the organization and general operations of the Student Senate, which includes, but is not limited to the following:

- A. Chair all Student Senate, Executive Board, and Senate/Cabinet meetings.
- B. Prepare agendas for all Student Senate meetings by the last day of the previous week, with the assistance of the Student Senate Executive Board and Advisor.
- C. See to the proper execution of all motions passed by the Senate.
- D. Review all committee appointments set by the Vice President.
- E. Appoint members from the Senate or Student Body to serve on campus wide search committees.
- F. Maintain communications with the RCTC Student Senate, in regards to matters dealing with RCTC faculty, staff, and administration, other student senates and the Minnesota State College Student Association (MSCSA).
- G. Chair the Executive Board.
- H. Perform a minimum of ten (10) office hours per week.
- I. Attend, or appoint a senate designee to attend, monthly MSCSA Governing Council meetings. Also attend Fall and Spring General Assembly meetings, National Leadership Conference, and regional meetings, and report to the Student Senate by the next scheduled meeting.
- J. Speak at Commencement and other functions as assigned.
- K. Serve as chair of the Legislative Committee and Student Life Finance Committee.
- N. Submit one article a month to the ECHO newspaper.

As a member of the Executive Board of the Student Senate the President 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.