Appendix B

Responsibilities/Duties of the Student Senate Vice President

The Vice President of the Student Senate is responsible for, but not limited to, the following:
A. Assist the Student Senate President in aspects of student government/leadership.
B. Fulfills the duties of the President in the event the President leaves office or is unavailable for an extended period of time.
C. Present charters to the senate and monitor all activities for student organizations/clubs on campus, including all fundraising activities.
D. Serve as chair of the Working Documents Committee.
E. Work a minimum of five (5) office hours per week.
F. Ensure all Standing Committees meet at least once a month.
G. Maintain all committee rosters (Senate and All-College).
H. Shall distribute all monthly committee reports to the Student Senate.
I. Other duties as assigned by the Student Senate President.

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