

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.