

Appendix D

Responsibilities/Duties of the Student Senate Treasurer

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

- A. Assist the Student Senate President in all aspects of student government/leadership.
- B. Coordinate with the Director of Student Life to insure accuracy of the Senate and Student Life Activity Budgets financial activities on an on-going basis.
- C. Serve as a member of the Student Life Finance Committee.
- D. Serve as custodian of all financial records for the Student Senate.
- E. Submit a minimum of at least one monthly budget report to the entire Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Track all Student Life organizations' spending on a monthly basis using accounting software and Local Special Revenue reports from the RCTC business office.
- H. Have taken, or is taking, ACCT 2217 or equivalent.
- I. Other duties assigned by the Student Senate President.

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