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.