

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
FIRST SESSION
5/3/2017**

**BILL #4701
ADOPTION OF THE JOB DESCRIPTIONS OF THE FORTY-SEVENTH SENATE**

SPONSORED BY: Corbin Hart, Senator, College of Liberal Arts; Connor Cheadle, Senator, College of Liberal Arts; Cassie Gardner, Senator, College of Liberal Arts; Josh Lindell, Senator, College of Liberal Arts; Cole Wise, Chief of Staff Nominee; Nick Bohn, Director of Outreach Emeritus; Christina Vessa, Deputy Chief of Staff Emeritus; Tyler Siri, Director of Academics Emeritus;

WRITTEN BY: Isabel Brown, Speaker of the Senate

COLLABORATED WITH: Josh Silva, President; Michael Wells, Vice President; Mike Lensky, Vice President Emeritus; Edward Kendall, Speaker Pro Tempore Emeritus; Zachary Vaishampayan, Parliamentarian Emeritus

ENDORSED BY: Josh Silva, President; Michael Wells, Vice President;

ABSTRACT: A bill calling for the adoption of the amended job descriptions for use by the Forty-Seventh Senate.

WHEREAS

Section 207 of the ASCSU Constitution states:

“The Senate shall establish its rules of procedure. Two-thirds of the voting membership shall constitute a quorum. Bylaws of the Senate shall contain job responsibilities of Senators and Associate Senators including the offices of Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Senate Recruitment and Retention, and Committee Chairs shall be the first resolution of the Senate;” and,

WHEREAS

Section 106 of the ASCSU Constitution states:

“All officials of ASCSU shall be responsible for the duties specified in the job description for their office. No office shall exist without an accompanying job description. Job descriptions shall be created or changed only by the action of a bill passed by the Senate and approved by the President”; and,

WHEREAS

Senate should maintain job descriptions which are considered up-to-date and keeps practices consistently utilized by the Senate or would have utility while removing archaic sections; so,

THEREFORE BE IT HEREBY ENACTED

That the Forty-Seventh Senate adopts job descriptions attached to this bill and will follow them immediately upon adoption of the bill.

27-0-0

PASSAGE

05/03/2017

DATE



PRESIDENT SILVA

5/04/2017

DATE

TAGS: Senate, Job Descriptions

ASCSU Job Description

Associated Students of Colorado State University

Speaker pro Tempore

Shall receive compensation of \$4,500 for the summer and fall/spring semesters (\$500 for the summer term, \$4,000 for the academic year).

General Eligibility:

All nominees for the Speaker pro Tempore shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Speaker pro Tempore is responsible for chairing and maintaining Senate if the Speaker of the Senate is absent or not willing. The Speaker pro Tempore will also act as the second highest ranking official of the Senate body and thus, will handle many administrative duties of ASCSU while in office. It is very important that the Speaker pro Tempore is familiar with parliamentary procedure, proper legislative format, leadership skills as well as feel comfortable being the second-in-command of the Senate if ever called to chair a session. The Speaker pro Tempore will be responsible for frequent communication with the Recruitment and Retention Officer to discuss onboarding of new senators and attendance/accountability with current members of the legislative body, and will deliver this information to the Speaker of the Senate on a weekly basis. The Speaker pro Tempore will be unable to vote on legislative matters.

Supervision:

The Speaker pro Tempore is directly accountable to the Students of Colorado State University via the ASCSU Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **7.5 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.
- Chairing Senate sessions when the Speaker of the Senate is not present or willing.
- Attending the weekly Senate Leadership Meeting.
- General Administrative Duties such as creating name placards, updating the Senate roster, and maintaining Senate governing documents.
- Aiding the in the creation and editing of Legislation and conducting frequent legislation workshops for all Senators.
- Providing legislative aide to Senate, with a primary focus on newer members.
- Working with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate.

- Documenting work done each week in a weekly report, which will be sent to the Speaker of the Senate.
- Conduct Senator check-in's to identify difficulties Senators may be having as serving as a resource to deal with such issues.
- Act as the primary facilitator for goal-setting among Senators and help them achieve their goals through contacts, resources, and personal assistance.
- Conduct conflict resolution meetings alongside the Speaker of the Senate and any affected party if an issue in the body may arise throughout the year.
- General administrative duties relating to maintaining Senate information.

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend two of the mandatory diversity workshops, as required by previous legislation (date TBD).
- Work to promote the mission of ASCSU.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Extensive knowledge of Senate and parliamentary procedures as well as legislative writing.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.

- Possess exceptional oral and written communication skills.
- Ability to work co-dependently with the Speaker of the Senate.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Good organizational and preparatory skills.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description

Associated Students of Colorado State University

Recruitment and Retention Officer

Shall receive compensation of \$3,000 for the fall/spring semesters

General Eligibility:

All nominees for the Membership Officer shall be students enrolled in at least one (1) on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators inside the Legislative body. It is important that the Recruitment and Retention officer is familiar with student organizations, College Councils and SDPS offices, as well as the members of the Senate. The Recruitment and Retention officer should be aware of the inner workings of the ASCSU Senate Body and have strong interpersonal skills to recruit, train, and hold accountable all Senators in the Senate. This officer will be working closely with the Speaker pro Tempore to track office hours, committee attendance, and Senate session attendance for Senators and Associates. This officer will also be working closely with the Executive Department of Campus Engagement to attend CSU events and promote the organization of ASCSU. The Recruitment and Retention Officer can concurrently be an ASCSU Senator and maintain voting rights, but does not need to be a voting member of the body to hold this position.

Supervision:

The Recruitment and Retention Officer is directly accountable to the Students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 10 hours throughout the workweek, **5 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.
- Attend Senate Leadership Weekly Meeting (Time TBD).
- Coordinate outreach with student organizations and college councils.
- Maintain student organization contacts for ASCSU in coordination with the Executive Department of Outreach.
- Attend major events for ASCSU, University, FSL and other organizations to extend Senate communications.

- Keep up to date on the ratification process knowing the number of available and held Senate seats, helping potential Senators and transferring information to the Speaker pro Tempore and the Speaker of the Senate.
- General administrative duties regarding maintaining the information for student organizations, college councils, media, and administration with a major focus on contact information.
- Educate Senators about ASCSU branch interconnection, legislative procedures and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils.
- Track attendance for Senators and Associates at the weekly chamber meeting and ensure completion of weekly office hour requirements.
- Collect personal and contact information for Senators and Associate Senators.

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend two of the mandatory diversity workshops, as required by previous legislation (date TBD).
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU Senatorial job descriptions.
- Friendly and social demeanor.
- Conduct oneself in a professional manner.

- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

ASCSU Job Description

Associated Students of Colorado State University

Parliamentarian

Shall receive compensation of \$2,250 for the fall/spring semesters.

General Eligibility:

All applicants for the Parliamentarian shall be students enrolled in at least one (1) on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by Senate during Senate Sessions. It is extremely important that the Parliamentarian is familiar with Robert's Rules of Order. The Parliamentarian will also assist the Speaker pro Tempore in general administrative duties, such as maintaining the website information, placards for sessions, etc.

Supervision:

The Parliamentarian is directly accountable to the Students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 6 hours throughout the workweek outside of Senate sessions, **3 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to senate regulations.
- Ensure that legislation is signed by the ASCSU President and Vice President.
- Distribute signed legislation to the proper parties each week.
- Maintain the bill book.
- Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
- Responsible for reading bills in Senate.
- Assist the Speaker of the Senate with managing Senate session using parliamentary procedure and maintaining general order.
- Provide legislative aid for all Senators.

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend two of the mandatory diversity workshops, as required by previous legislation (date TBD).
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- Extensive Knowledge of Robert's Rules of Order.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description

Associated Students of Colorado State University

Committee Chair

Shall receive compensation of \$550 for fall/spring semesters.

General Eligibility:

All nominees for the Committee Chair shall be students enrolled in at least one (1) on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The Committee Chair is responsible for running their respective internal committee. The Committee Chair will also work as a legislative aide to Senators in need. It is important that the Committee Chair is familiar with the workings of internal committees. Committee Chairs must concurrently be a Senator or Associate Senator in ASCSU.

Supervision:

The Committee Chair is directly accountable to the Students of Colorado State University via the Speaker of the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 3 hours throughout the workweek
- Chair weekly Committee Meeting
- General Administrative Duties
- Legislative Aide - assistance in crafting legislation for the Senate

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend two of the mandatory diversity workshops, as required by previous legislation (date TBD).
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.

- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State.
- University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Current standing as a Senator or Associate Senator within ASCSU.
- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU Senatorial job descriptions.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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ASCSU Job Description

Associated Students of Colorado State University

Senator

General Eligibility:

All applicants for the Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Senator is responsible for writing legislation concerning the ASCSU student body as well as the Senate Body itself. The Senator will also represent their respective colleges, SDPS offices, or councils in the Senate Body. It is important that the Senator is familiar with parliamentary procedure.

Supervision:

The Senator is directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or student Council.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of five (5) hours throughout the workweek, outside of hours spent in Senate sessions. Work as many extra hours need to fulfill job duties.
- Attend all weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- They shall be responsible for 5 office hours:
 - One hour attending the College Council or in respective SDPS office/student council.
 - Two hours shall be devoted to committee meetings, one internal committee and one outside of ASCSU.
 - Two hours shall be devoted to legislation/college council duties and constituent outreach.

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend one of the mandatory diversity workshops, as required by previous legislation (date TBD).

- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Work to promote the mission of ASCSU.
- Work closely with constituent base to ensure collaboration as a representative with those who elected you into office.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently and identify resources.

ASCSU Job Description

Associated Students of Colorado State University

Associate Senator

General Eligibility:

All applicants for the Associate Senator shall be students enrolled in at least one (1) on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities:

The ASCSU Associate Senator is responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. The Associate Senator will also represent their respective colleges in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. It is important that the Associate Senator is familiar with parliamentary procedure.

Supervision:

The Associate Senator is directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or student Council.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in the weekly Senate session. Work as many extra hours need to fulfill job duties.
- Attend one (1) in every three (3), at minimum, weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- They shall also be responsible for:
 - One hour attending the College Council or meeting with respective office/student Council
 - One hour shall be devoted to an internal committee meeting
 - One hour shall be devoted to legislation/college council duties
 - Voting in the absence of a full senator from their respective college

General Tasks and Responsibilities:

- Attend the **mandatory** Spring Training Session on **May 6th**, the **mandatory** ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the **mandatory** ASCSU Spring Retreat on **January 20th**.
- Attend one of the mandatory diversity workshops, as required by previous legislation (date TBD).

- Work to promote the mission of ASCSU.
- Work closely with constituent base to ensure collaboration as a representative with those who elected you into office.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General Knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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