

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SEVENTH SENATE
EIGHTH SESSION
OCTOBER 25, 2017**

**BILL #4710
CREATION OF THE SPEAKER OF THE SENATE JOB DESCRIPTION**

SPONSORED BY:

WRITTEN BY: Isabel Brown, Speaker of the Senate

COLLABORATED WITH:

ENDORSED BY: Josh Williams, Budgetary Affairs Committee Chair, Senator, MultiFaith, Belief, and Spirituality Council; Kanayo Okolo, Associate Senator, Intra-University; Kyrie Merline, Director of Marketing Strategy; Bayler Shubert, Director of Academics; Kevin Sullivan, Recruitment and Retention Officer, Senator, Intra-University; Liam Aubrey, Senator, College of Business; Internal Affairs Committee

ABSTRACT: This bill seeks to create the formal job description for the Speaker of Senate for the 47th Senate.

WHEREAS

Section 106 of the ASCSU Constitution states, “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

Historically, the office of the President and Vice President have not written formal job descriptions, and the new position of the Speaker of the Senate is similar in uncertainty on certain job tasks from year to year, so a formal job description was not initially written for the position; and,

WHEREAS

There has now been further clarity surrounding the general tasks required of the Speaker of the Senate, so a formal job description can more easily be written; so,

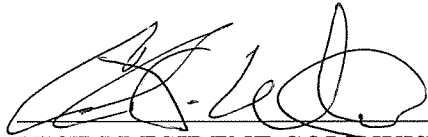
THEREFORE BE IT HEREBY ENACTED

That the attached Job Description for the Speaker of the Senate be created in accordance with the tasks already being undertaken by the Speaker; and,

THEREFORE BE IT HEREBY FURTHER ENACTED

That the Speaker of the Senate shall be responsible for writing their own Job Description and including it in the same legislation as the other Job Descriptions for the Senate upon being elected into office.

27-0-1
PASSAGE


VICE PRESIDENT COLE WISE

11/29/2017
DATE

11/30/17
DATE

TAGS: Senate, Job Descriptions

ASCSU Job Description

Associated Students of Colorado State University

Speaker of the Senate

Shall receive compensation of \$10,400 for the summer and fall/spring semesters.

General Eligibility:

All candidates for the Speaker of the Senate 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. All candidates for the Speaker of the Senate shall have a cumulative GPA of 2.25, at a minimum, at the time they announce their candidacy for the position. These candidates will be elected in the general election of ASCSU Officials.

General Responsibilities:

The ASCSU Speaker of the Senate is the leader of the legislative branch. They are tasked with being the chair of the Senate, and should have an extensive knowledge of Robert's Rules of Order to professionally conduct Senate Sessions on a weekly basis. The Speaker shall act as a liaison of the legislative branch to the CSU Faculty and Administration, and shall attend all regular meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President. The Speaker shall also act as a liaison of the legislative branch to the press and local/state government. Finally, the Speaker of the Senate shall act as the direct supervisor of other Senate Leadership Officials, including the Speaker pro Tempore, the Recruitment and Retention Officer, the Parliamentarian, and all elected Committee Chairs.

Supervision:

The Speaker of the Senate is directly accountable to the Students of Colorado State University through the general election and to the Senate.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours throughout the workweek. Work as many extra hours need to fulfill job duties.
- Chairing Senate sessions on a Weekly Basis.
- Chairing the weekly Senate Leadership Meeting, the time of which shall be decided by the Speaker upon being sworn into office.
- Attending all official meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and the Vice President.
- Aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job descriptions.

- Creating and administering curriculum for Senate procedures and professional development to be used at the fall and spring retreats and any other official training session for Senators and Associates.
- Compiling and sending out the weekly Senate agenda and any attached legislation to be considered for debate after consulting with the weekly Senate Leadership Meeting.
- Documenting work done each week in a weekly report.
- Compile a Winter and Spring Accountability Report that shall highlight the tasks undertaken by the Senate each semester and will be sent out to the student body for their review.
- Conduct Senator check-in's alongside the Speaker pro Tempore to identify difficulties Senators may be having as serving as a resource to deal with such issues.
- Act as a facilitator alongside the Speaker pro Tempore for goal-setting among Senators and help them achieve their goals through contacts, resources, and personal assistance.
- Conduct conflict resolution meetings alongside the Speaker pro Tempore 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 and plan 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**.
- 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 (Robert's Rules of Order)

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 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 the results of a background check.