

ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-FIRST SENATE
TWELFTH SESSION
NOVEMBER 9, 2011

Associated Students
of Colorado State University
Lory Student Center, Room 109
Fort Collins, CO 80523-8033
(970) 491-5931
FAX: (970) 491-3509

BILL #4112
2011-2012 ASCSU Elections Committee Member Job Descriptions

SPONSORED BY: Andrew Olson, Senator, Intra-University; Jack Harries, Senator, College of Liberal Arts; Taylor Jackson, Controller; Shadi Barzideh, Director, University Affairs; Allison McVey, Senator, Natural Sciences

WRITTEN BY: Andrew Ives

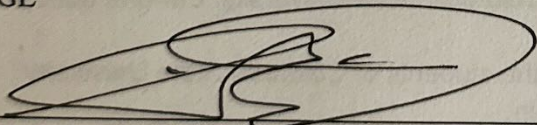
WHEREAS: Section 106 of the Associated Students of Colorado State University Constitution requires that "All officials of ASCSU shall be responsible for the duties specified in the job description for their office"; and,

WHEREAS: A job description shall be created or changed only by the action of a Bill passed by the Senate and approved by the President.

THEREFORE BE IT HEREBY ENACTED

That the attached job description is hereby accepted as a Cabinet position job description, and that this description shall be added to current Cabinet job descriptions approved by the ASCSU Senate.

PASS [20-0-4]
PASSAGE


PRESIDENT ERIC BERLINBERG

Nov. 16, 2011
DATE

12-1-11
DATE

JOB DESCRIPTION: Elections Committee Member

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 1 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 3 hours per week).
2. Keep at least 3 regularly posted office hours during the ASCSU campaigning and voting periods. Work as many extra hours as needed to fulfill job duties (contributing to a maximum of 6 hours a week)
3. Assist with orientation sessions for potential Senator candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.
4. Attend all meetings of the Elections Committee including scheduled trainings.
5. Work with candidates in the ASCSU elections to ensure compliance with all rules and regulations.
6. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Spring Retreat on January 20, 2012.
2. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
3. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
4. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
5. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
6. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
7. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics