



**ASCSU**

**THE ASSOCIATED STUDENTS OF COLORADO STATE  
UNIVERSITY**

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**4<sup>TH</sup> SESSION OF THE FIFTY-THIRD SENATE  
13<sup>TH</sup> SEPTEMBER 2023**

**BILL#5307  
The 52<sup>nd</sup> Senate Job Descriptions**

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NOTICE: A signature to sponsor means that you only wish for the legislation to be heard, a signature to endorse means that you support the contents and/or actions of this legislation.

WRITTEN BY: Ava Ayala, Speaker of the Senate;

SPONSORED BY:

ENDORSED BY:

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*Abstract:* This bill aims to update the 2022-2023 Senate Job Descriptions

WHEREAS

Section 207 (I) of the ASCSU Constitution states:

*“(A) The Senate shall establish its own rules of procedure.” ; and,*

WHEREAS

Section 207 (IV) of the ASCSU Constitution states:

*“IV. Bylaws of the Senate shall contain job descriptions of Senators, Associate Senators, and Senate Magistrates. A. The incoming Speaker of the Senate shall write the job descriptions of Senators, Associate Senators, and Senate Magistrates.”*

WHEREAS

Section 104 (C) and (D) of the ASCSU Constitution states:

*“(III) No office shall exist without an accompanying job description.*

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ASCSU

RESOLUTION 52XX

(i) *Intra-branch and inter-branch unpaid officers, such as vice-chairs, do not require a job description.*

(IV) *Job descriptions shall be created or changed only by the action of a bill passed by the Senate," and;*

**WHEREAS**

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

**THEREFORE, BE IT HEREBY FURTHER RESOLVED**

That the Fifty-Third Senate adopts job descriptions attached to this bill and will follow them immediately upon the passage of this bill.

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**PASSAGE AND ENACTMENT OF BILL 53XX  
SESSION OF PASSAGE**

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**Yays-Nays-Abstentions**

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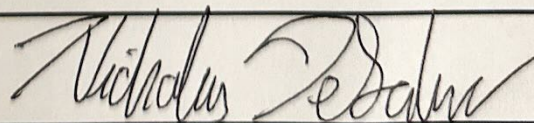
**SENATE PASSAGE**

**DATE**

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**ASCSU PRESIDENT NICK DESALVO**



**DATE** 9/14/23

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**RESOURCES**



Use this section to place any relevant citations and/or resources used in the producing of this legislation.

**THAT THIS LEGISLATION SHALL BE FORWARDED TO**

Amy Parsons, CSU President; Tony Frank, Chancellor of the CSU System; Jen Johnson, Director of SLiCE; Claudia Parasio, ASCSU Speaker Pro Tempore; Parker Doyle, ASCSU Parliamentarian; Hayden Taylor, ASCSU, Chair, Internal Affairs, Senator, College of Liberal Arts; Graham Kelly, ASCSU, Chair, University Affairs, Senator, College of Natural Science; Enock Monanti, ASCSU, Chair, DEI Affairs, Senator, B/AACC;

**ARCHIVE INFO [Parliamentarian Use Only]**

**INTRODUCTION DATE/SESSION:  
COMMITTEE'S REVIEWED:**

**ARCHIVE DATE:  
MONETARY? Y**





## ASCSU Senator Job Description

*Associated Students of Colorado State University*

### General Eligibility:

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

### General Responsibilities:

An ASCSU Senator is responsible for writing legislation concerning the CSU student body as well as the Senate Body itself. Senators will also represent their respective colleges, SDPS offices, or councils in the Senate Body. Senators shall offer themselves as a resource for students. Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Senators shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

### Supervision:

The Senator is directly accountable to the Students of Colorado State University via their respective College Council, SDPS Office, or Student Council. **They shall also be held accountable by the Speaker of the Senate.**

### Job Specific Tasks and Responsibilities:

- Attend all hybrid Senate sessions.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Contribute a minimum of five (5) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties. Graduate students shall be exempt from the five (5) hour requirement.
  - Of the five (5) total hours priority should be given to attending:
    - One (1) hour should be spent attending an ASCSU Committee meeting.
      - Every Senator should be a member or an intending member of at least one (1) ASCSU Internal Committee.
      - Should no Committee time work with the Senator's schedule, they should promptly seek exemption from the Speaker Pro Tempore.
    - One (1) hour should be spent in college council meetings/SDPS meetings
      - If college councils or other councils are not meeting actively, or are meeting once or twice a month, Senators will be expected to attend only if a meeting is scheduled for that week.
      - For SDPS Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors/ Interim Director, 1-1 conversations with constituents of the SDPS office, or just time spent in the respective SDPS office.
      - If the Senator or Associate Senator is unable to attend these specified meetings due to scheduling conflicts, they may fill that hour with one of the options listed below.



- The remaining hours can be spent as office hours:
  - The following activities are considered office hours:
    - Attending club meetings in which you are not an active member.
    - 1-1 conversations with prospective ASCSU members
    - 1-1 conversations with students interested in passing legislation.
    - Attending cultural or educational events hosted by the SDPS offices.
    - Tabling on the plaza for ASCSU
    - Visiting classes to share about the purpose and influence of ASCSU.
    - Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.)
    - Volunteering for ongoing opportunities from the ASCSU office or Slice office
    - Time spent working on legislation.
    - 1-1 conversations with fellow Senators/Associates
    - 1-1 conversations with other members of ASCSU in relation to Legislation.
    - 1 hour of self-care for mental health and psychological wellbeing
    - Attending one of the following boards:
      - Student Fee Review Board (SFRB)
      - University Facilities Fee Advisory Board (UFFAB)
      - University Technology Fee Advisory Board (UTFAB)
      - Alternative Transportation Fee Advisory Board (ATFAB)
      - Legislative Strategy Advisory Board (LSAB)
      - Board for Student Organization Funding (BSOF)
  - For exceptions, or to confirm whether an hour counts as an office hour, email the Speaker Pro Tempore ([ascsu\\_speaker\\_pro\\_tempore@mail.colostate.edu](mailto:ascsu_speaker_pro_tempore@mail.colostate.edu))
- In the event a Senate Session lasts longer than 2 hours, any subsequent hours will be counted towards the total requirement for that week. Any time past two hours shall be rounded up to the nearest half hour.

## General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat-and ASCSU Spring Retreat.
  - If there are extenuating circumstances, please inform one of the Legislative Officers.
- Attend parliamentary procedure trainings and mandatory reporter trainings.
- Attend the mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.

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Active for the 53<sup>rd</sup> Senate



Date Enacted:

- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described herein.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Full transparency and disclosure for how all working hours are spent and utilized.

## Basic Qualifications:

- Ability and interest to represent the students at 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 communication skills.
- Ability to work independently and identify resources.



# ASCSU Associate Senator Job Description

*Associated Students of Colorado State University*

## **General Eligibility:**

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

## **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. Associate Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Associate Senators shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## **Supervision:**

The Associate Senator is directly accountable to the students at Colorado State University via their respective college council, SDPS office, or student council. They should also be held accountable by the Speaker of the Senate.

## **Job Specific Tasks and Responsibilities:**

- Attending one (1) in every three (3), at minimum, weekly hybrid Senate sessions.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Vote in the absence of a Senator from their respective college, SDPS office, or council.
- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties.

Graduate students shall be exempt from the three (3) hour requirement.

- Of the three (3) total hours priority should be given to attending:
  - One (1) hour should be spent attending an ASCSU Committee meeting.
    - Every Associate Senator should be a member or an intended member of at least one (1) ASCSU Internal Committee.
    - Should no Committee time work with the Senator's schedule, they should promptly seek exemption from the Speaker Pro Tempore.
  - One (1) hour should be spent in college council meetings (or SDPS meetings) - if applicable
    - If college councils or other councils are not meeting actively, or are meeting once or twice a month, Associate Senators will be expected to attend only if a meeting is scheduled for that week.
    - For SDPS Associate Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors, 1-1



conversations with constituents of the SDPS office, or just time spent in the respective SDPS office.

- If the Senator or Associate Senator is unable to attend these specified meetings due to scheduling conflicts, they may fill that hour with one of the options listed below.
- The remaining hours can be spent as office hours.
  - The following activities are considered office hours:
    - Attending club meetings in which you are not an active member.
    - 1-1 conversations with prospective ASCSU members
    - 1-1 conversations with students interested in passing legislation.
    - Attending cultural or educational events hosted by the SDPS offices.
    - Tabling on the plaza for ASCSU
    - Visiting classes to share about the purpose and influence of ASCSU.
    - Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.)
    - Volunteering for ongoing opportunities from the ASCSU office or Slice office
    - Time spent working on legislation.
    - 1-1 conversations with fellow Senators/Associates
    - 1-1 conversations with other members of ASCSU in relation to Legislation.
    - 1 hour of self-care for mental health and psychological wellbeing
    - Attending one of the following boards:
      - Student Fee Review Board (SFRB)
      - University Facilities Fee Advisory Board (UFFAB)
      - University Technology Fee Advisory Board (UTFAB)
      - Alternative Transportation Fee Advisory Board (ATFAB)
      - Legislative Strategy Advisory Board (LSAB)
      - Board for Student Organization Funding (BSOF)
  - For exceptions, or to confirm whether an hour counts as an office hour, email the Speaker Pro Tempore ([ascsu\\_speaker\\_pro\\_tempore@mail.colostate.edu](mailto:ascsu_speaker_pro_tempore@mail.colostate.edu))





- In the event a Senate Session lasts longer than 2 hours any subsequent hours will be counted towards the total requirement for that week. Any time past two hours shall be rounded up to the nearest half hour.

## General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat and ASCSU Spring Retreat.
- Attending parliamentary procedure training and mandatory reporter training.
- Attend the mandatory diversity workshops, as required by previous legislation and the constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students at Colorado State University above and beyond the duties described here.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.

## Basic Qualifications:

- Ability and interest to represent the students at 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 communication skills.
- Ability to work independently and identify resources.



# ASCSU Speaker of the Senate Job Descriptions

*Associated Students of Colorado State University*

The Speaker shall receive compensation of **\$11,022** for the academic year and \$2,925 for the Summer.

## 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 the term of office. 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. The Speaker of the Senate shall act as the direct supervisor of other Senate Leadership Officials, including the Recruitment and Retention Officer, the Parliamentarian, and all elected Committee Chairs. The Speaker of the Senate shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## Supervision:

The Speaker of the Senate is directly accountable to the students of Colorado State University through the general election. The Speaker is accountable to CSU Administration and the Senate through the powers granted to them.

## Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours through the workweek. Work as many extra hours as needed to fulfill job duties.
- **Contribute a minimum of 15 hours each week during the summer. Work as many extra hours as needed to fulfill job duties.**
  - A lack of completing Job Duties and hours can result in a loss of pay.
- Chairing Senate sessions on a weekly basis.
- Chairing the weekly Legislative Cabinet meeting, the time of which shall be decided by the Speaker upon being sworn into office.
- Attending a training at the beginning of their office with the Office of Equal Opportunity related to the hiring of Senate Leadership.
- Prepare a parliamentary procedure training for Senate along with the Parliamentarian.
- Prepare and give Parliamentary procedure training for the succeeding Speaker of the Senate and Parliamentarian after elections and before the current term is over.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- Attending all official meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President.



- Assist Parliamentarian with updating governing documents as legislation is passed, as well as aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job duties.
- Creating and administering curriculum for Senate procedures and professional development to be used at the fall and spring retreats.
- Mandating any other official training for Senators and Associates that the Speaker or two [2] committee chairs see fit.
- Compiling and sending out the weekly Senate agenda and any attached legislation to be considered for debate after consulting with Senate Leadership.
- Documenting work done each week by all Senate Leadership, listing the tasks completed by each individual position.
- Conduct Senator check-ins to identify difficulties Senators may be having in fulfilling their respective duties. The Speaker must attempt to reach out to all Senators at least once throughout the semester.
- Facilitate goal setting among Senators and acting as a resource to reach those goals.
- Conduct conflict resolution meetings for issues within the Senate Body.
- Announce community service and engagement opportunities to the Senate Body at least once a month.
- Meet with the collective Senators and Associate Senators of the SDPS offices at least once a month and extend the invitation to Directors and Associate Directors.
- Meet with the collective Senators and Associate Senators from College Councils at least once a month and extend invitation to leaders of the College Councils.
- Work to foster inclusivity within the Senate space, and respond to student needs relating to ADA accessibility, when pertinent.
- Adhere to the Legislative Cabinet Bylaws when chairing a Senate Leadership meeting.
- Ensure that the Land Acknowledgement is read at the beginning of every Senate session.
  - Once a month report as a Senate Body how they are centering Indigenous identities and the work they have accomplished. Actively collaborate with the Native and Indigenous communities while avoiding the continuous savior complex.
- Spend a minimum of 5 hours each week on outreach-related activities to promote involvement within the wider campus community.
- General administrative duties relating to maintaining functionality within the Senate.

## **General Preparation Tasks and Responsibilities:**

- Actively plan in collaboration with the Office of the President for the Fall Retreat.
- Attend leadership and administration meetings in collaboration with the Office of the President.
- Give assistance and support to ASCSU members, and act as a resource for their success over the Summer.
- Prepare ASCSU for community service opportunities and align ASCSU with the campaign vision of the Speaker of the Senate.
- Inform Senate on a biweekly basis on Senate Leadership information.
- Collaborate with Senate Leadership to prepare ASCSU for functionality for the Fall and Spring semesters.

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Active for the 53<sup>rd</sup> Senate



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## General Tasks and Responsibilities:

- Attend and plan mandatory trainings, including diversity workshops, parliamentary procedure training (in collaboration with the Parliamentarian and the Recruitment and Retention Officer), mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity, inclusion, and equity inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging members within ASCSU to attend said events. Senators to attend said events.
- Work to promote the mission of ASCSU.
- Present a professional image of ASCSU.
- 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 and the Principles of Community.
- Assist and support ASCSU Officials and the students at Colorado State University above and beyond the duties described here.

## Basic Qualifications:

- Ability and interest to represent the students at Colorado State University, including the will to work at least 20 hours a week for Senate.
- Extensive knowledge of Senate and Parliamentary procedures as well as legislative writing.
- Professional mannerisms in conducting oneself.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Strong organizational and preparatory skills.



# ASCSU Speaker Pro Tempore Job Description

*Associated Students of Colorado State University*

Shall receive compensation of \$4,050 for the academic year.

## General Eligibility:

All applicants for Speaker Pro Tempore shall be students enrolled in at least one (1) on-campus credit **hour** at Colorado State University and shall be in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their tenure.

## General Responsibilities:

The ASCSU Speaker Pro Tempore is responsible for being a general aide to the Speaker of the Senate as well as the Senate Body itself. The Speaker Pro Tempore is the second highest ranking official of the Senate body and shall track the attendance/accountability of all current Senate members. The Speaker Pro Tempore shall present this information to the Speaker **and the Recruitment and Retention Officer** on a weekly basis. The Speaker Pro Tempore has a specific focus on networking and connecting Senate with campus resources and getting Senators involved with community engagement. **The Speaker Pro-Tempore also has the responsibility of providing Senators and Associate Senators with legislative guidance.** The Speaker Pro Tempore shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with **ASCSU**-or its resources.

## Supervision:

The Speaker Pro Tempore is held directly accountable to the students of Colorado State University via the Speaker of the Senate.

## Job Specific Tasks and Responsibilities:

- Chair Senate sessions when the Speaker of the Senate is not present or willing, as directed by the Speaker of the Senate.
- Attending the weekly Legislative Cabinet meetings.
- Track the attendance of the weekly Senate Meetings and weekly-office hours of Senators and Associate Senators. The Speaker Pro-Tempore shall report any concerns to the Speaker of the Senate and the Recruitment and Retention Officer.
- Track attendance for Senators and Associate Senators at weekly Senate meetings. Ensure completion of weekly office hour reports.
- Communicate with Senators if there is non-compliance with the weekly job requirements and issue strikes as necessary. Aiding in the creation and editing of legislation and conducting frequent legislation workshops for all Senators.
- 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 on a weekly basis.
- Meet with the Speaker of the Senate and the Parliamentarian weekly to discuss work accomplished over the previous week and plans for the coming week.
- **Act as liaison and networker of the various known resources necessary for the Senate to be**



**successful. The Speaker Pro-Tempore shall act as guide for Senators to get connected to other resources, offices, etc. on campus.**

- **The Speaker Pro-Tempore shall keep track of the remaining cash balance of the Senate General Fund and Senate Leadership Discretionary Fund and report them to their respective meetings in conjunction with the Budgetary Affairs Chair.**
- **Safeguard a consistent physical copy of the updated ASCSU Constitution and updated Legislative Bylaws.**
- Be a resource for Senators who wish to be connected to other resources, offices, etc., on campus.
- General administrative duties relating to maintaining Senate information.
- Assist **the** Parliamentarian with updating, **managing, and properly filing** governing documents as legislation is passed.
- Be aware of community service and engagement opportunities going on around campus. Promote these opportunities and facilitate the creation of new opportunities.
- Create a monthly report/calendar of community service, engagement opportunities, SDPS events, and other possibilities for outreach hours.
- Market the Senate via social media and other means.
- Contribute a minimum of **ten (10)** hours throughout the workweek, outside of hours spent in Senate session, **seven(7)** hours of which are inside the ASCSU Office and tracked by the Front Desk. Work as many extra hours as needed to fulfill job duties.
  - A lack of completing Job Duties and hours can result in a loss of pay.

The remaining three hours shall be spent on outreach-related activities to promote involvement within the wider campus community.

### **General Tasks and Responsibilities:**

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend Parliamentary procedure training and mandatory reporter training.
- Attend the mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU.
- Present a professional image of ASCSU.
- Offer time for community service/engagement opportunities; give back to the community.
- 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 and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

### **Basic Qualifications:**

- Ability and interest to represent the students at Colorado State University.
- Extensive knowledge of Senate procedures and Parliamentary procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.

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- Demonstrate excellent interpersonal skills. Possess exceptional communication skills.
- Ability to work independently and identify resources.
- **Possess excellent time-management skills.**

## Preferred Qualifications:

- **Intermediate knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).**
- **Leadership skills that promote a healthy, productive, and respectful work environment.**



# ASCSU Parliamentarian Job Description

*Associated Students of Colorado State University*

Shall receive compensation of \$3,500 for the academic year.

## **General Eligibility:**

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

## **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 exceptionally 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. The Parliamentarian shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## **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 ten (10) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the Front Desk. Work as many extra hours as needed to fulfill job duties.
  - A lack of completing Job Duties and hours can result in a loss of pay.
- Attend the weekly Legislative Cabinet meeting.
- Attend weekly Conference Committee.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- 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.
- Maintain the bill book.
- Update governing documents as legislation is passed in conjunction with the Internal Affairs Chair.
- Distribute signed legislation to the proper parties each week.
- 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 sessions using Parliamentary procedure and maintaining general order.
- Meet with the Speaker of the Senate on a weekly basis to discuss work completed in the previous week and goals in the coming week.



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- Provide legislative aid for all Senators.
- Help with weekly Senate preparation including creating name placards.
- Work with Committee Chairs and Senate Leadership to determine an efficient way to present/pass committee amendments during Senate sessions.
- Market the Senate via social media and other means.
- Maintain mental health resources on the ASCSU website.
- Update Senate resources with any relevant information, including senate membership, ASCSU Archive, etc) on the ASCSU website.
- Facilitate ASCSU Senate Zoom meetings.

## General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat. Create and attend Parliamentary procedure training.
- Attend mandatory reporter training.
- Attending mandatory diversity workshops, as required by previous legislation and the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Responsible for updating the legislation tracker on the ASCSU website.
- Responsible for fixing and maintaining the Archive website.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

## Basic Qualifications:

- Ability and interest to represent the students of Colorado State University.
- Extensive knowledge of Senate and Parliamentary procedures as well as legislative writing.
- Ability to work in WordPress and Microsoft Office applications.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources in the ASCSU organization to thrive in this position.
- Strong organizational and preparatory skills.

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Date Enacted:

## Preferred Qualifications:

- Intermediate knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).
- Leadership skills that promote a healthy, productive, and respectful work environment.
- Proficiency in time keeping.



# ASCSU Recruitment and Retention Officer Job Description

*Associated Students of Colorado State University*

Shall receive compensation of **\$4,000** for the academic year.

## General Eligibility:

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

## General Responsibilities:

The ASCSU Senate Recruitment and Retention Officer is responsible for outreach/recruitment as well as connecting with Senators and Associate 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 specific 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 and Associate Senators in the Senate. This officer will 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 will actively work with the Department of Marketing and the Secretary of State to advertise the ASCSU Senate and inform the media of internal happenings.** The Recruitment and Retention Officer shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## 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 eight (8) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office. Work as many extra hours as needed to fulfill job duties.
  - A lack of completing Job Duties and hours can result in a lack of pay.
  - The remaining four hours shall be spent in outreach related activities, highlighted below:
- Attending (and sharing about ASCSU) at club meetings in which YOU are not an active member.
- One-on-one conversations with prospective ASCSU members
- Meeting with Directors or Associate Directors of SDPS offices to maintain a healthy and productive relationship between ASCSU and SDPS offices.
- Tabling on the plaza for ASCSU
- Visiting classes to share about the purpose and influence of ASCSU.
- Volunteering for ongoing opportunities from the ASCSU office or Slice office, with the expectation that the Recruitment and Retention Officer is an ambassador of ASCSU.



- Attend Legislative Cabinet meeting. Come prepared with the student organizations, college councils, SDPS offices *et cetera* that the Recruitment and Retention Officer will go see this week.
- Actively work with the Department of Marketing and the Secretary of State to advertise the ASCSU Senate and inform the media of internal happenings.
- Work with the Department of Campus Engagement to have tabling events for the ASCSU Senate.
- Meet with Senators and Associate Senators of the SDPS offices at least once a semester and extend the invitation to Directors and Associate Directors to talk about their office and its representation in the Senate space.
- Coordinate outreach with student organizations and college councils, including attending meetings for said groups on a weekly basis.
- Recruit students which represent our diverse student body.
- Maintain student organization contacts for ASCSU in coordination with the Executive Department of Campus Engagement. Maintain contacts for Fraternity & Sorority Life and college councils; know the meeting times and locations of said groups. Keep this information in an Excel sheet.
- Attend major events for ASCSU, Colorado State University, Fraternity and Sorority Life, and other organizations to extend communications.
- Have a method of informing Senate of major events going on.
- 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 Parliamentarian and Speaker of the Senate.
- Educate Senators about ASCSU branch and SDPS Offices interconnection, legislative procedures, and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils or meetings with SDPS contacts.
  - Gather attendance from Committee Chairs and share information with the Speaker Pro Tempore weekly.
- Collect personal and contact information for Senators and Associate Senators. Maintain this contact information for the access of all Senate Leadership.
- Put together events and gatherings to build community within Senate, and work to improve the image and morale of Senate.
- Build relationships with Senators and Associate Senators. Be a resource.
- Follow up on training for new and existing Senators.
- Market the Senate via social media and other means.

### General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat. Attend and assist in planning mandatory trainings, including diversity workshops, Parliamentary procedure training (in collaboration with Parliamentarian and Speaker Pro Tempore), mandatory reporter training, and any other training mandated by legislation or the constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.



Date Enacted:

- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- 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 and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions and governing documents (status as a Senator or Associate Senator is not required).
- Friendly and social demeanor.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Ability to work independently, identify resources, and make independent decisions.
- Possess strong communication skills.

**Preferred Qualifications:**

- Have intermediate interpersonal skills.
- Have intermediate marketing skills.



# ASCSU Committee Chair Job Description

*Associated Students of Colorado State University*

Shall receive compensation of \$2,250 for the academic year. The Budgetary Affairs Committee Chair shall receive an additional \$1,185 for the academic year. Additional compensation is added due to the significant role the Budgetary Chair has during the Spring semester in chairing the Budgetary Task Force and other legislative activities.

## **General Eligibility:**

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

## **General Responsibilities:**

The Committee Chair is responsible for running their respective internal committees. The Committee Chair will also work as a legislative aide to Senators and other university students 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. The Committee Chairs shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## **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 three (3) additional hours throughout the workweek.
  - 8 total hours if committee chair is a Senator.
  - 6 total hours if committee chair is an Associate Senator
  - The three (3) additional hours shall go towards committee chair related responsibilities, such as working with Senators (and Associates) involved with their committee, reviewing legislation, and preparing for committee.
  - A lack of completing Job Duties and hours can result in a loss of pay.
- Chair weekly committee meetings.
- If the chair wishes to use an agenda, create weekly agendas for the committee and send them out forty-eight hours in advance.
  - It can be sent out in the Weekly email if submitted before 9am on Monday morning.
- Attending weekly Legislative Cabinet meetings.
  - If the Chair is unable to attend, their respective Vice-Chair shall attend on their behalf.
- Attend the weekly Conference Committee meetings.
  - If the Chair is unable to attend, their respective Vice-Chair shall attend on their behalf.
- General administrative duties necessary for their committee to run.
- Assist in crafting legislation for the Senate and contribute as a general legislative aide.
- Work closely with the other committee chairs to ensure streamlined communication when making changes/amendments to legislation.



- Create a safe place for communication and bringing forth ideas and important issues.
- Upload all discharged legislation to a shared folder that the Speaker of the Senate and Parliamentarian have access to.
- Send weekly Committee attendance to the Speaker Pro Tempore.
- Maintain updated weekly Committee membership lists and share them with the Speaker Pro Tempore if there are any changes.
- The Internal Affairs Chair has the responsibility to assist Parliamentarian with updating governing documents as legislation is passed.
- The Budgetary Affairs Chair has the responsibility to assist the Speaker Pro Tempore with keeping track of funds left in the Senate General Fund and Senate Leadership Discretionary Fund.

### **General Fall/Spring Tasks and Responsibilities:**

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat and ASCSU Spring Retreat. Attend mandatory trainings, including diversity workshops, parliamentary procedure training, mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics, and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

### **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 communication skills.
- Ability to work independently, identify resources, and make independent decisions.



# ASCSU Caucus Chair Job Description

*Associated Students of Colorado State University*

**The Caucus Chair position is an unpaid, volunteer-based, commitment.**

## **General Eligibility:**

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

## **General Responsibilities:**

The Caucus Chair is responsible for running their respective Caucus. The Caucus Chair will also work as a legislative aide to Senators and other university students in need. It is important that the Caucus Chair is familiar with the workings of ASCSU, while also realizing the Caucus is strategically separate from ASCSU Senate to reach student voices and affect change. The Caucus Chair(s) shall strive to be outreach-focused, especially with the ideal of serving and supporting students who may not typically engage with student government or its resources.

## **Supervision:**

- Apart from creating the job description for the Caucus Chair, ASCSU Senate has no authority over the agenda, operation, or activity within the Caucus.
- The Caucus Chair position shall be elected within the respective Caucus.
  - The Caucus Chair election shall take place no later than 3 weeks after the caucus has been initiated. During the three weeks, there may be an interim chair and the Speaker of the Senate may be brought in to chair the elections if desired by the caucus.
- In the event that the caucus is violating its own bylaws, the Supreme Court shall have the authority to intervene to rectify the error. In the event that the caucus loses its functional purpose or ceases to operate, the Senate shall have the authority, as outlined in the ASCSU Constitution to remove the respective caucus.

## **Job Specific Tasks and Responsibilities:**

- Commit the necessary hours for planning and operating general Caucus meetings and, if applicable, Caucus leadership meetings.
- Chair Caucus meetings.
- Attend weekly Legislative Cabinet meetings. (not required, but strongly encouraged)
  - If the Chair is unable to attend, they may extend the invitation for their Vice-Chair to attend on their behalf.
- General administrative duties necessary for the Caucus to run smoothly.
- Assist in crafting legislation for the Senate
- Contribute as a general legislative aide.
- Create a safe place for communication and bringing forth ideas and important issues.





### **General Fall/Spring Tasks and Responsibilities:**

- They are invited to attend the Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend legislative branch training (to the chair's discretion), including diversity workshops, Parliamentary procedure training, mandatory reporter training, and any other training mandated by legislation or the Constitution.
- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- Work to promote the mission and image of ASCSU, while maintaining professionalism as an Ambassador of ASCSU.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Offer time for community service/engagement opportunities; give back to the community.
- Follow all Colorado State University policies, including the Student Code of Conduct and the Principles of Community.
- Assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties described here.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions (status as a Senator or Associate Senator is not required).
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.