



**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FIFTIETH SENATE**

1st SESSION

5 May 2021

**BILL #5101
2021-2022 SENATE JOB DESCRIPTIONS**

DISCLAIMER: A signature to sponsor is not the same as supporting the content of any piece of legislation, it is simply a statement asking for the legislation to be heard.

SPONSORED BY: Christian Dykson, ASCSU President Elect

WRITTEN BY: Kyle Hill, 51st Speaker of the ASCSU Senate

COLLABORATED WITH:

ENDORSED BY:

ABSTRACT: This bill aims to update the 2021-2022 Senate Job Descriptions

WHEREAS

Section 207 (A) and (D)(i) of the ASCSU Constitution states:

“(A) The Senate shall establish its own rules of procedure.

(i) The incoming Speaker of the Senate shall write the job descriptions of Senators, Associate Senators, and Senate Magistrates,” and;

WHEREAS

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

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

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



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(d) 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 which 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 ENACTED

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

PASSAGE

DATE

PRESIDENT Christian Dykson

DATE



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:

The 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 to account by the Speaker of the Senate.**

Job Specific Tasks and Responsibilities:

- Attend all Senate sessions (in-person senate sessions (highly suggested/encouraged) or on Zoom via hybrid format until further notice starting in the Fall Semester).
- 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:
 - One (1) hour should be spent attending an ASCSU Committee meeting
 - One (1) hour should be spent in college council meetings (or SDPS meetings)
 - If college 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, 1-1 conversations with constituents of the SDPS office, or just time spent in the respective SDPS office.
 - The remaining hours can be spent as either office hours or outreach hours
 - The following activities are considered office hours:
 - Time spent working on legislation (mandatory)
 - Must write one resolution, bill, or lex per semester
 - 1-1 conversations with fellow Senators/Associates
 - 1 hour of self-care for mental health and psychological wellbeing
 - Attending one of the following fee-review boards:
 - Student Fee Review Board (SFRB)



- University Facilities Fee Advisory Board (UFFAB)
- University Technology Fee Advisory Board (UTFAB)
- Alternative Transportation Fee Advisory Board (ATFAB)
- The following activities are considered outreach 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
- For exceptions, or to confirm whether an hour counts as an office hour or outreach hour, email Speaker of the Senate Kyle Hill (ascsu_senate_speaker@mail.colostate.edu) and Speaker Pro Tempore (ascsu_speaker_pro_tempore@mail.colostate.edu)
 - In the event a Senate Session lasts longer than 2 hours, the third hour will count as an office/outreach hour and any subsequent hours will be counted towards the total requirement for that week.
- Senators must write at least one bill or resolution per semester (mandatory)
- Senators must collaborate with two members of executive and get their endorsements or sponsorships before placing any resolution, bill, or lex onto the Senate floor.
- Must take and pass quiz given once per semester in the beginning of the fall and spring semesters, which shall contain the following, but not limited to: parliamentary procedures, the ASCSU Constitution, and the Student Code of Conduct. The quiz shall contain no more than 25 questions.

General Tasks and Responsibilities:

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- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat (Mountain Campus), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions, of their choosing. Attend parliamentary procedure training and mandatory reporter training.
- Attend one of 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



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- 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.

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 communication skills.
- Ability to work independently and identify resources.

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 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 of 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:

- Attend one (1) in every three (3), at minimum, weekly Senate sessions (in-person senate sessions (highly suggested/encouraged) or on Zoom via hybrid format until further notice starting in the Fall Semester).
- 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 or SDPS office
- 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:
 - One (1) hour should be spent attending an ASCSU Committee meeting
 - One (1) hour should be spent in college council meetings (or SDPS meetings) - if applicable
 - If college 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.
 - The remaining hour(s) can be spent as either office hours or outreach hours
 - The following activities are considered office hours:
 - Time spent working on legislation
 - 1-1 conversations with fellow Senators/Associates



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- 1 hour of self-care for mental health and psychological wellbeing
- Attending one of the following fee-review boards:
 - Student Fee Review Board (SFRB)
 - University Facilities Fee Advisory Board (UFFAB)
 - University Technology Fee Advisory Board (UTFAB)
 - Alternative Transportation Fee Advisory Board (ATFAB)
- The following activities are considered outreach 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
- For exceptions, or to confirm whether an hour counts as an office hour or outreach hour, email the Speaker Pro Tempore (ascsu_speaker_pro_tempore@mail.colostate.edu)
 - In the event a Senate Session lasts longer than 2 hours, the third hour will count as an office/outreach hour and any subsequent hours will be counted towards the total requirement for that week.
- Associate Senators must write at least one bill or resolution per year (mandatory)

General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat (Mountain Campus), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions, of their choosing.
- Attend parliamentary procedure training and mandatory reporter training.
- Attend one of 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.



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- 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.
- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat (Mountain Campus), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions, of their choosing.

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 communication skills.
- Ability to work independently and identify resources.

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 Speaker of the Senate Job Descriptions

Associated Students of Colorado State University

The Speaker shall receive compensation of **\$10,000** for the Fall/Spring semesters. **\$2,500** 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 remain this standing and enrollment status throughout the term of office. All candidates for 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 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 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 needed 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 a training at the beginning of their office with the Office of Equal Opportunity related to the hiring of Senate Leadership.
- Prepare and attend a parliamentary procedure training for senate along with the parliamentarian and recruitment and retention officer. .
- 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.



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- Aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job duties.
- Assist Parliamentarian with updating governing documents as legislation is passed.
- Creating and administering curriculum for Senate procedures and professional development to be used at the fall and spring retreats, and any other official training for Senators and Associates that the Speaker sees 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.
- 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-ins to identify difficulties Senators may be having in fulfilling their respective duties. The Speaker must reach out to all senators at least one point 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 Senators and Associate Senators of the SDPS offices at least once a month and extend the invitation to Directors and Associate Directors. Work to foster inclusivity within the Senate space, and respond to student needs relating to ADA accessibility, when pertinent.
- Adhere to the Senate Cabinet Bylaws when chairing a Senate Leadership meeting.
- Ensure that the Land Acknowledgement is read at the beginning (or end) of every Senate session.
- Spend a minimum of 5 hours each week in outreach-related activities, as outlined in the Senator and Associate Senator job descriptions.
- General administrative duties relating to maintaining functionality within the Senate.

General Preparation Tasks and Responsibilities:

- 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.

General Tasks and Responsibilities:

- Attend and plan mandatory trainings, including diversity workshops, parliamentary procedure training (in collaboration with Parliamentarian and Recruitment and Retention Officer), mandatory reporter training, and any other training mandated by legislation or the constitution.



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- 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 as well as encouraging 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 of Colorado State University above and beyond the duties described here
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Basic Qualifications:

- Ability and interest to represent students of Colorado State University, including the will to work at least 20 hours a week for Senate.
- Extensive knowledge of Senate and parliamentary procedures (Robert's Rules of Order) 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.
- 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.



ASCSU Speaker Pro Tempore Job Description

Associated Students of Colorado State University

Shall receive compensation of **\$3,250** for the summer and fall/spring semesters.

General Eligibility:

All applicants for Speaker Pro Tempore 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 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 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 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 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.
- Attend the weekly Senate Leadership Meeting.
- Track attendance for Senators and Associate Senators at weekly Senate meetings. Ensure completion of weekly office hour reports. Report concerns to the Speaker of the Senate.
- 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 weekly to discuss work accomplished over the previous week and goals for the coming week.
- Conduct check-in's with Senators and act as a resource to deal with any difficulties.
- Assist ASCSU in networking and knowing the resources necessary for the Senate to be successful. 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 Parliamentarian with updating governing documents as legislation is passed.



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- 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 seven (7) hours throughout the workweek, outside of hours spent in Senate session, four (4) hours of which are inside the ASCSU Office and tracked by the Front Desk. Work as many extra hours needed to fulfill job duties.
 - The remaining three hours shall be spent in outreach related activities, as outlined in the Senator/Associate Senator job description

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend parliamentary procedure training and mandatory reporter training.
- Attend one of 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 as well as encouraging senators to attend said events.
- Work to promote the mission and image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of CSU above and beyond the duties as described herein.
- 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.
- 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 students of 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.
- Demonstrate excellent interpersonal skills, and skills to work independently while identifying resources.
- Possess exceptional communication skills.
- Ability to work independently and identify resources.

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 Parliamentarian Job Description

Associated Students of Colorado State University

Shall receive compensation of \$3,250 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 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 needed to fulfill job duties.
- Attending the weekly Senate Leadership 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.
- 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.
- In charge of provisioning mental health resources within the ASCSU website
- Updating senate resources and any relevant information (senate membership, legislative tracker) on the ASCSU website
- Maintaining the senate book within the ASCSU office

General Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat (virtual this year), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing)
- Create and attend parliamentary procedure training
- Attend mandatory reporter training.
- Attend 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 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.

Basic Qualifications:

- Ability and interest to represent 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.
- Good organizational and preparatory skills.

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ASCSU Recruitment and Retention Officer Job Description

Associated Students of Colorado State University

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

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 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 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 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 and are tracked by the front desk. Work as many extra hours needed to fulfill job duties.
 - 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
 - Or any of the meetings related to events/requirements listed below



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- Attend Senate Leadership weekly meetings. Come prepared with the student organizations, college councils, SDPS offices *et cetera* that the Recruitment and Retention Officer will go see this week.
- 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 Outreach. 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.
 - Gather attendance info from Committee Chairs and update the Speaker 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 mandatory Spring Training Session, ASCSU Fall Retreat (virtual this year), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing)
- 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 student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging senators to attend said events.
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- 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.

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- 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.
- 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.

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 Committee Chair Job Description

Associated Students of Colorado State University

Shall receive compensation of \$2,000 for the academic year. The Budgetary Affairs Committee Chair shall receive an additional \$1,000 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 activity.

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 committee. 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
 - 7 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.
- Chair weekly committee meetings.
- Create weekly agendas for committee and send them out forty-eight hours in advance.
- Attend weekly Senate Leadership meetings
 - If the Chair is unable to attend, their respective Vice-Chair shall attend on their behalf.
- Committee Chairs are required to attend all committees that mandate their attendance
- 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.



- The internal affairs chair has the responsibility to assist Parliamentarian with updating governing documents as legislation is passed.

General Fall/Spring Tasks and Responsibilities:

- Attend the mandatory Spring Training Session, ASCSU Fall Retreat (virtual this year), and ASCSU Spring Retreat. Graduate students are required to attend only one of these sessions (of their choosing)
- 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 student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging senators to attend said events.
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- 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
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.

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



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 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 weekly caucus meetings.
- Attend weekly Senate Leadership 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



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- 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 trainings (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 student's diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging senators to attend said events.
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- 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.
- 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.