Job Description – SPEAKER OF THE SENATE

The Speaker of the Senate shall:

A. Chair the Student Senate by proposing and facilitating discussions that may lead to a vote on the items outlined in the Constitution. The Speaker must be familiar with parliamentary procedure in order to adequately fulfill this duty. These meetings must be advertised to the entire student body and must include opportunities for non-voting members of the Senate to discuss issues.

B. Be responsible, in coordination with the Senate Pro Tempore and the Parliamentarian, for managing the Senators of the A.S. Student Senate to ensure these officers are fulfilling the duties outlined in the A.S. Constitution, A.S. By-Laws, and A.S. Job Descriptions. In the absence of the Speaker, the Senator Pro Tempore shall chair in his/her place.

C. Be responsible, in coordination with the Senate Pro Tempore and the Parliamentarian, for setting the agenda for the upcoming Student Senate Meeting and the rules governing discussion for said meetings.

D. Appoint and dismiss committees and chairpersons subject to the simple majority approval of the Student Senate. These committees shall be known as Senate Committees. The Four Standing Committees shall be Inclusion and Diversity, Academics, Student Organizations, and Student Life.

E. Serve on the Executive Board of Associated Students and faithfully complete any responsibilities this service entails.

F. Serve as an A.S. representative on the Student Affairs Committee of the Board of Trustees.

G. Serve on the A.S. Finance Committee. Work in the interests of students’ needs and concerns.

H. Attend student-sponsored programs for support and feedback.

I. Attend both mandatory Spring and Winter A.S. Retreats.

J. Take responsibility for recruiting, interviewing, and appointing A.S. Directors with other members of the Executive Board and A.S. advisors.

K. Train and transition newly-elected A.S. Speaker of Senate in the Spring Semester.

L. Train and transition the newly elected Speaker of the Senate in the Spring Semester.

M. Supervise the Chair of Student Life, Chair of Inclusion and Diversity, the Subcommittee on Changemaking Initiatives, the Subcommittee on Sustainability, and the Subcommittee on Wellness while assisting them in their projects and facilitation of Senate Committees.