



ASSOCIATED  
STUDENTS  
UNIVERSITY OF SAN DIEGO

## JOB DESCRIPTION – SPEAKER OF THE SENATE

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- Section 4      The Speaker of the Senate shall:
- A.      Serve as the chair of the Associated Student Senate by facilitating all business and discussion.
  - B.      The Speaker must be proficient in parliamentary procedure as outlined within Robert’s Rules of Order to conduct their job efficiently.
  - C.      Be responsible for the coordination of the beginning of the term training for the Associated Students Senate.
  - D.      Ensure that Senate is properly planned and ready to conduct business at the agreed upon time, this includes checking that EVR’s have been placed, materials required for business is collected, all media devices are prepared, and the setup and layout of the assembly is according to desired preference.
  - E.      Be ultimately responsible for managing the Senators of the AS Senate to ensure these officers are fulfilling the duties outlined in the AS Constitution, AS By-Laws, and AS Job Descriptions. In the absence of the Speaker, the Senate Pro Tempore shall chair in his/her place.
  - F.      Be ultimately responsible for setting the agenda for the upcoming Student Senate Meeting and the rules governing discussion for same.
  - G.      Appoint and dismiss committees and chairpersons subject to the simple majority approval of the Student Senate.
  - H.      Meet regularly with the chairs of the Associated Students committees to remain properly aware of the projects of all of the Senators.
  - I.      Appoint or dismiss two Senators for ASBC (budget committee) and one Senator for the position of Parking Re-Appeals Coordinator.





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- J. Serve on the Executive Board of Associated Students and faithfully complete any responsibilities this service entails.
- K. Serve as an AS representative on the Student Affairs Committee of the Board of Trustees.
- L. Serve on the AS Finance Committee and work in the interests of students' needs and concerns.
- M. Manage and approve the finances of the Associated Students Senate, ensuring funds are made available to Senators for initiatives and constituency outreach.
- N. Attend student-sponsored programs and programs of the Torero Program Board regularly for support and feedback from the undergraduate student body.
- O. Be ultimately responsible for the formatting and maintaining of all bylaws of the Associated Students. The parliamentarian shall assist in this duty as needed.
- P. Attend both mandatory Spring and Winter AS Retreats.
- Q. Take responsibility for recruiting, interviewing, and appointing AS Directors with other members of the Executive Board and AS advisors.
- R. Meet regularly with AS advisors and other AS Executive members.
- S. Foster and promote camaraderie and inclusivity in programming and services.
- T. Be responsible for the coordination of the swearing in ceremony for the end of their term, and before the term of their duly elected successor begins.
- U. Train and transition the newly-elected Speaker of the Senate in the Spring semester.

