

CABINET POSITIONS

In addition to these positions, the Student Senate Cabinet includes the Ombudsperson (appointed by the Senate Body in early April) and the Co-Presidents.

Administrative Director:

Keeps full minutes of all Senate meetings, including the results of all roll call votes; keeps and stores complete records of all Senate business and submit a record of full Senate and cabinet meetings and to the college archives, Dean of Students, and the Office of the President; takes attendance at each full Senate meeting, compiles committee participation reports, and recommend to the Ombudsperson the impeachment of all Senators violating the attendance provisions. Receives a \$250 stipend per semester.

Technologies Director:

Maintains the Senate websites; ensures technology in meeting room is ready and working; records audio of all full Senate meetings and makes those recordings available on the internet; maintains the Senate computer hardware and software. Receives a \$250 stipend per semester.

Parliamentarian:

Be present at full Senate meetings to ensure the use of and make rulings regarding the proper use of parliamentary procedure using Robert's Rules of Order Newly Revised; develop materials to educate Senators on Robert's Rules; maintain the speaker's list at full Senate meetings.

Controller:

Process all requests for payment (RFPs) and submit them to the finance office on a weekly basis; update line items on budgets to reflect processed RFPs; review with the Finance Committee the expenditures of all organizations funded by Senate and report any inconsistencies between RFPs and budgets; keep the contingency fund balance up-to-date at all times, including during full Senate meetings; complete and submit all other forms relating to Senate finances. Receives a \$250 stipend per semester.

Diversity Chair:

Oversees issues regarding diversity, helps create initiatives that promote diversity on campus, attends Diversity Leadership Council meetings, and plans Student Senate's D-Week event; a very self-motivated position.

Health and Housing Chair:

Oversees and leads campus wide initiatives the Student Senate is working on in regards to health and wellness, housing, works with Residential Life, Dining Services, Health Services, Counseling Services, and any other issue that would fall under the topics of Health and Housing.

Student and Academic Affairs Chair:

Oversees and leads campus wide initiatives the Student Senate is working on with regards to Student and Academic life. Specifically works with Registrar, Dean of Students Office, Campus Safety and other Student and Academic Life Offices on campus. Issues that fall under this are Gus Bus, printing policy, issues with class credit, etc.

Public Relations Chair:

Develop and maintain relations with all campus media sources; maintain the Senate display case with assistance from Senators; be responsible for the publication of Senate news on the Senate website and the publication of the monthly newsletter, Schitter Chatter; distribute all Senate publications and notices to college offices (Dean of Students, President, Finance, Student Activities, Residential Life, Diversity Center, Dining Services, College Media and Communications office) and other offices as necessary on an individual basis; write a press release following each full Senate meeting and after approval by the Co-Presidents distribute to all campus and student media outlets, the Board of Trustees, and appropriate college offices; perform other tasks as needed pertaining to communication between Student Senate and members of the campus community.

Finance Chair:

Inform organizations of the finance committee's recommendation and reasoning for all allocation requests; present finance committee recommendations to the floor at full Senate meetings; jointly with the Controller, meet monthly with a representative of the Dean or Students Office or the Finance Office of the College to review the financial affairs of Senate; coordinate the yearly budgeting process. Organize and attend weekly meetings of the Finance Committee. Receives a \$250 stipend per semester.