

Cowell Senate Leadership Positions

Title	Duties/Responsibilities
Chairperson*	Plans and publishes meeting agendas, conducts meetings, corresponds with petitioning guests, manages guest attendance, maintains Senate roster, monitors member attendance, and other miscellaneous tasks. Works closely with all other officers to make sure the Senate runs smoothly.
Vice-Chair*	Acts as substitute when Chairperson is unavailable. Fills in for other elected positions as needed. Works closely with all Senate representative positions to ensure duties and meeting reports are being fulfilled. Takes on other duties as necessary. Works with closely with other officers to make sure Senate runs smoothly.
Secretary*	Records detailed minutes during Senate meetings. Distributes minutes via email at least 3 days prior to next Senate meeting. Works with Publicity Chair to keep current minutes on Senate posting board or website.
Treasurer*	Tracks Senate finances keeping detailed records of expenditures. Gives weekly report of balances at meetings. Ensures fundees complete paperwork correctly. Forwards completed funding requests to CPC for processing. Creates and distributes accurate quarterly reports.
Publicity Chairs (1-2)	The PR person for Cowell; Conducts outreach and info distribution. Keeps the Senate board current and up-to-date; gives weekly report at meetings. Creates flyers, posters, web announcement, newsletter announcements, etc. for Senate programs, events and announcements.
SUA Representatives (3)	Attend weekly Student Union Assembly meetings (every Tuesday from 6-8 pm) and reports back to Senate on those meetings. Gathers student feedback to represent Cowell at SUA meetings. 2 of these positions elected in the spring quarter, 1 appointed in the fall. (Note: there may be alternate SUA rep. positions to attend meetings in the event that elected representatives cannot attend)
SCOC Representatives	Serves on the Student Committee on Committees Council. Attends meetings, helps make committee appointments, and reports back to Senate weekly.
Academic Senate Representative	Attends meetings of the Academic Senate (1-2/quarter) and reports back to Senate. Is the designated student voice for Cowell at Academic Senate meetings.
CORE Representative	Attends CORE Council meeting, hears petitions for funding, and allocates Cowell funding portion. Makes weekly reports of funding decisions at Senate meetings.
Historian	Documents Senate and Cowell events (photos, etc). May plan community events such as slide shows or create archival pieces such as photo albums, scrapbooks, etc.
Parliamentarian	Ensures sure that all Senate proceedings follow the text of the Senate Constitution. Advisies on the use of Roberts Rules of Order for meeting proceedings.
DVD Library Coordinators (2)	Runs and operates the DVD Library Program. Oversees all aspects of the functioning and maintenance of the program including student access, hours of operation, tracking, ordering, billing, publicity, staffing, storage, etc. Reports status to Senate weekly. Additionally trains staff and conducts movie surveys/feedback. Keeps accurate records of membership lists, loan activity, and library finances.

* Indicates position is a member of the Executive Committee (may meet outside regular Senate meetings).