



## 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.