



ASCSU Parliamentarian Job Description

Associated Students of Colorado State University

Shall receive compensation of \$3,250 for the fall/spring semesters.

General Eligibility:

All applicants for the Parliamentarian 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 ASCSU Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by Senate during Senate Sessions. It is extremely important that the Parliamentarian is exceptionally familiar with Robert's Rules of Order. The Parliamentarian will also assist the Speaker Pro Tempore in general administrative duties, such as maintaining the website information, placards for sessions, etc. The Parliamentarian 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 Parliamentarian 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 ten (10) hours throughout the workweek, four (4) hours of which are required inside the ASCSU Office and are tracked by the Front Desk. Work as many extra hours needed to fulfill job duties.
- Attending the weekly Senate Leadership Meeting.
- Attend weekly Conference Committee.
- Responsible for ensuring all avenues of ASCSU are accessible to all students.
- Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to Senate regulations.
- Ensure that legislation is signed by the ASCSU President.
- Maintain the bill book.
- Update governing documents as legislation is passed.
- Distribute signed legislation to the proper parties each week.
- Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
- Responsible for reading bills in Senate.
- Assist the Speaker of the Senate with managing Senate sessions using parliamentary procedure and maintaining general order.
- Meet with the Speaker of the Senate on a weekly basis to discuss work completed in the previous week and goals in the coming week.



Official ASCSU Document

Active for the 50th Senate

Date Enacted: 9/30/2020

- Provide legislative aid for all Senators.
- Help with weekly Senate preparation, including creating name placards.
- Work with Committee Chairs and Senate Leadership to determine an efficient way to present/pass committee amendments during Senate sessions
- Market the senate via social media and other means.
- In charge of provisioning mental health resources within the ASCSU website
- Updating senate resources and any relevant information (senate membership, legislative tracker) on the ASCSU website
- Maintaining the senate book within the ASCSU office

General 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)
- Create and attend parliamentary procedure training
- Attend mandatory reporter training.
- Attend mandatory diversity workshops, as required by previous legislation and 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.
- 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:

- Ability and interest to represent students of Colorado State University.
- Extensive knowledge of Senate and parliamentary procedures as well as legislative writing.
- Ability to work in WordPress and Microsoft Office applications.
- 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 and identify resources in the ASCSU organization to thrive in this position.
- Good organizational and preparatory skills.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.