



ASCSU Speaker of the Senate Job Descriptions

Associated Students of Colorado State University

The Speaker shall receive compensation of **\$10,000** for the Fall/Spring semesters. **\$2,500** for the Summer.

General Eligibility:

All candidates for the Speaker of the Senate shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall remain this standing and enrollment status throughout the term of office. All candidates for Speaker of the Senate shall have a cumulative GPA of 2.25, at a minimum, at the time they announce their candidacy for the position. These candidates will be elected in the general election of ASCSU officials.

General Responsibilities:

The ASCSU Speaker of the Senate is the leader of the legislative branch. They are tasked with being the chair of the Senate and should have an extensive knowledge of Robert's Rules of Order to professionally conduct Senate Sessions on a weekly basis. The Speaker shall act as a liaison of the legislative branch to the CSU Faculty and Administration and shall attend all regular meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President. The Speaker shall also act as a liaison of the legislative branch to the press and local/state government. Finally, the Speaker of the Senate shall act as the direct supervisor of other Senate Leadership Officials, including the Recruitment and Retention Officer, the Parliamentarian, and all elected Committee Chairs. The Speaker of the Senate 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 Speaker of the Senate is directly accountable to the students of Colorado State University through the general election. The Speaker is accountable to Administration and the Senate through the powers granted to them.

Job Specific Tasks and Responsibilities:

- Contribute a minimum of 20 hours through the workweek. Work as many extra hours needed to fulfill job duties.
- Chairing Senate sessions on a weekly basis.
- Chairing the weekly Senate Leadership Meeting, the time of which shall be decided by the Speaker upon being sworn into office.
- Attending a training at the beginning of their office with the Office of Equal Opportunity related to the hiring of Senate Leadership.
- Prepare and attend a parliamentary procedure training for senate along with the parliamentarian and recruitment and retention officer. .
- Responsible for ensuring all avenues of ASCSU are accessible to all students.

- Attending all official meetings between the CSU Administration and ASCSU Branch Leadership alongside the President and Vice President.



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- Aiding the other members of Senate Leadership in conducting the administrative duties of their jobs, found in their respective job duties.
- Assist Parliamentarian with updating governing documents as legislation is passed.
- Creating and administering curriculum for Senate procedures and professional development to be used at the fall and spring retreats, and any other official training for Senators and Associates that the Speaker sees fit.
- Compiling and sending out the weekly Senate agenda and any attached legislation to be considered for debate, after consulting with Senate Leadership.
- Documenting work done each week by all Senate Leadership, listing the tasks completed by each individual position.
- Compile a Winter and Spring Accountability Report that shall highlight the tasks undertaken by the Senate each semester and will be sent out to the student body for their review.
- Conduct Senator check-ins to identify difficulties Senators may be having in fulfilling their respective duties. The Speaker must reach out to all senators at least one point throughout the semester.
- Facilitate goal-setting among Senators and acting as a resource to reach those goals.
- Conduct conflict resolution meetings for issues within the Senate Body.
- Announce community service and engagement opportunities to the Senate Body at least once a month.
- Meet with Senators and Associate Senators of the SDPS offices at least once a month and extend the invitation to Directors and Associate Directors. Work to foster inclusivity within the Senate space, and respond to student needs relating to ADA accessibility, when pertinent.
- Adhere to the Senate Cabinet Bylaws when chairing a Senate Leadership meeting.
- Ensure that the Land Acknowledgement is read at the beginning (or end) of every Senate session.
- Spend a minimum of 5 hours each week in outreach-related activities, as outlined in the Senator and Associate Senator job descriptions.
- General administrative duties relating to maintaining functionality within the Senate.

General Preparation Tasks and Responsibilities:

- Plan in collaboration with the Office of the President for the Fall Retreat.
- Attend leadership and Administration meetings in collaboration with the Office of the President.
- Give assistance and support to ASCSU members, and act as a resource for their success over the Summer.
- Prepare ASCSU for community service opportunities and align ASCSU with the campaign vision of the Speaker of the Senate.
- Inform Senate on a biweekly basis on Senate Leadership information.
- Collaborate with Senate Leadership to prepare ASCSU for functionality for the Fall and Spring semesters.

General Tasks and Responsibilities:

- Attend and plan mandatory trainings, including diversity workshops, parliamentary procedure training (in collaboration with Parliamentarian and Recruitment and Retention Officer), mandatory reporter training, and any other training mandated by legislation or the constitution.



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- 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.
- Work to promote the mission of ASCSU.
- Present a professional image 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.
- 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
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Basic Qualifications:

- Ability and interest to represent students of Colorado State University, including the will to work at least 20 hours a week for Senate.
- Extensive knowledge of Senate and parliamentary procedures (Robert's Rules of Order) as well as legislative writing.
- Professional mannerisms in conducting oneself.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional 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 the results of a background check.