

## **ASCSU Caucus Chair Job Description**

*Associated Students of Colorado State University*

**The Caucus Chair position is an unpaid, volunteer-based, commitment.**

### **General Eligibility:**

All applicants for the Caucus 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 Caucus Chair is responsible for running their respective Caucus. The Caucus Chair will also work as a legislative aide to Senators and other university students in need. It is important that the Caucus Chair is familiar with the workings of ASCSU, while also realizing the Caucus is strategically separate from the ASCSU Senate to reach student voices and effect change. The Caucus Chair(s) 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 Caucus Chair position shall be elected by the ASCSU Senate.
- In the event that the caucus is violating its own bylaws, the Supreme Court shall have the authority to intervene to rectify the error. In the event that the caucus loses its functional purpose or ceases to operate, the Senate shall have the authority, as outlined in the ASCSU Constitution, to remove the respective caucus.

### **Job Specific Tasks and Responsibilities:**

- Commit the necessary hours for planning and operating general Caucus meetings and, if applicable, Caucus leadership meetings.
- Chair Caucus meetings.
- Attending weekly Legislative Cabinet meetings. (Not required, but strongly encouraged)
  - If the Chair is unable to attend, they may extend the invitation for their Vice-Chair to attend on their behalf.
- Perform general administrative duties that are necessary for the Caucus to run smoothly.
- Assist in crafting legislation for the Senate.
- Contribute as a general legislative aide for other ASCSU members.
- Create a safe place for communication and bringing forth ideas and important issues.

### **General Fall/Spring Tasks and Responsibilities:**

- They are invited to attend the Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend legislative branch training (to the chair's discretion), including diversity workshops, Parliamentary procedure training, mandatory reporter training, and any other training mandated by legislation or the Constitution.

## BILL 5403 - 54<sup>th</sup> Senate Job Descriptions

- Promote diversity and inclusion inside and outside the Senate space. This includes, but is not limited to, respecting students' diverse backgrounds, encouraging diverse student voices, and attending SDPS events as well as encouraging Senators to attend said events.
- 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.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of the ASCSU Senatorial job descriptions (status as a Senator or Associate Senator is not required).
- 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.