

## **ASCSU Speaker Pro Tempore Job Description**

*Associated Students of Colorado State University*

Shall receive compensation of \$4,294.50 for the academic year.

### **General Eligibility:**

All applicants for Speaker Pro Tempore shall be students enrolled in at least one (1) on-campus credit hour 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 Speaker Pro Tempore is responsible for being a general aide to the Speaker of the Senate as well as the Senate Body itself. The Speaker Pro Tempore is the second highest ranking official of the Senate body and shall track the attendance/accountability of all current Senate members. The Speaker Pro Tempore shall present this information to the Speaker and the Recruitment and Retention Officer on a weekly basis. The Speaker Pro Tempore has a specific focus on networking and connecting Senate with campus resources and getting Senators involved with community engagement. The Speaker Pro-Tempore also has the responsibility of providing Senators and Associate Senators with legislative guidance. The Speaker Pro Tempore 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 Pro Tempore is held directly accountable to the students at Colorado State University via the Speaker of the Senate.

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

- Chair Senate sessions when the Speaker of the Senate is not present or willing, as directed by the Speaker of the Senate.
- Attend the weekly Legislative Cabinet meetings.
- Track the attendance of the weekly Senate Meetings and weekly-office hours of Senators and Associate Senators. Ensure completion of weekly office hour reports. The Speaker Pro-Tempore shall report any concerns to the Speaker of the Senate and the Recruitment and Retention Officer.
- Communicate with Senators if there is non-compliance with the weekly job requirements and issue strikes as necessary, as described in the Senate Bylaws.
- Aid in the creation and editing of legislation and conduct frequent legislation workshops for all Senators.
- Work with the Recruitment and Retention Officer to ensure that Senators are complying with the responsibilities associated with their role and delivering this information to the Speaker of the Senate on a weekly basis.
- Meet with the Speaker of the Senate and the Parliamentarian weekly to discuss work accomplished over the previous week and plans for the coming week.
- Act as liaison and networker of the various known resources necessary for the Senate to be successful. The Speaker Pro-Tempore shall act as guide for Senators to get

connected to other resources, offices, etc. on campus.

- The Speaker Pro Tempore shall also act as a liaison to connect the other branches of ASCSU, and students of CSU to resources within the Senate.
- The Speaker Pro-Tempore shall keep track of the remaining cash balance of the Senate General Fund and Senate Leadership Discretionary Fund and report them to their respective meetings in conjunction with the Budgetary Affairs Chair.
- Safeguard a consistent physical copy of the updated ASCSU Constitution and updated Legislative Bylaws.
- General administrative duties relating to maintaining Senate information.
- Assist the Parliamentarian with updating, managing, and properly filing governing documents as legislation is passed.
- Be aware of community service and engagement opportunities going on around campus. Promote these opportunities and facilitate the creation of new opportunities.
- Create a monthly report/calendar of community service, engagement opportunities, SDPS events, and other possibilities for outreach hours.
- Market the Senate via social media and other means.
- The Speaker Pro Tempore shall conduct themselves in an impartial manner with regards to Senate proceedings.
- Contribute a minimum of ten (10) hours throughout the workweek, outside of hours spent in Senate session, seven (7) hours of which are inside the ASCSU Office and tracked by
- Time spent in Senate shall count towards office hour requirements.
- The Front Desk. Work as many extra hours as needed to fulfill job duties.

- A lack of completing Job Duties and hours can result in a loss of pay.

The remaining three hours shall be spent on outreach-related activities to promote involvement within the wider campus community.

**General Tasks and Responsibilities:**

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
- Attend Parliamentary procedure training and mandatory reporter training.
- Attend the 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 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.
- Present a professional image of ASCSU.
- Offer time for community service/engagement opportunities; give back to the community.
- 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.

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- 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 the students at Colorado State University.
- Extensive knowledge of Senate procedures and Parliamentary procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional communication skills.
- Ability to work independently and identify resources.
- Possess excellent time-management skills.

**Preferred Qualifications:**

- Intermediate knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive).
- Leadership skills that promote a healthy, productive, and respectful work environment.