

## ASCSU Associate Senator Job Description

*Associated Students of Colorado State University*

### **General Eligibility:**

All applicants for Associate Senator 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:**

ASCSU Associate Senators are responsible for writing relevant legislation concerning the CSU student body as well as the Senate Body itself. Associate Senators will also represent their respective colleges, SDPS offices, or councils in the Senate Body. This position will work very closely with the Senator(s) representing their college or office. Associate Senators shall offer themselves as a resource for students. Associate Senators shall strive to be increasingly familiar with parliamentary procedures and the legislative writing process. Associate Senators 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:**

ASCSU Associate Senators are directly accountable to the students at Colorado State University via their respective College Council, SDPS Office, or Student Council. They shall also be held accountable by the Speaker of the Senate.

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

- Attend, at minimum, one (1) in every three (3) regularly scheduled hybrid Senate sessions.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- Vote in the absence of a Senator from their respective college, SDPS office, or council.
- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate session, and work as many extra hours needed to fulfill job duties. Graduate students shall be exempt from the three (3) hour requirement
- Office hours shall be recorded and emailed as a weekly report to the Speaker Pro Tempore of the Senate ([ascsu\\_speaker\\_pro\\_tempore@mail.colostate.edu](mailto:ascsu_speaker_pro_tempore@mail.colostate.edu)).
  - Time spent in Senate shall count towards office hour requirements.
  - Of the three (3) total hours:
    - One (1) hour must be spent attending an ASCSU Committee meeting.
      - Every Associate Senator should be a of at least one (1) ASCSU Internal Committee.
      - Should no Committee time work with the Senator's schedule, they must promptly seek alternative options from the Speaker Pro Tempore.
    - One (1) hour should be spent in college council/SDPS meetings.
      - If college councils or other councils are not meeting actively, or are meeting once or twice a month, Associate Senators will be expected to attend only if a meeting is scheduled for that week.

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- For SDPS Associate Senators, this hour should be spent in meetings with SDPS Directors/Associate Directors, or conversations with constituents within the SDPS office.
- If the Associate Senator is unable to attend these specified meetings due to scheduling conflicts, they may fill that hour with one of the options listed below.
- The following activities are considered office hours to fulfill the remaining required hours:
  - Attending club meetings in which you are not an active member.
  - Participating in one-on-one conversations with prospective ASCSU members.
  - Participating in one-on-one conversations with students interested in passing legislation.
  - Attending cultural or educational events hosted by the SDPS offices.
  - Tabling on the plaza for ASCSU.
  - Visiting classes to share about the purpose and influence of ASCSU.
  - Attending a university-related board (e.g. LSCGB, PMSAC, Recreation Center Advisory board, etc.).
  - Volunteering for ongoing opportunities from the ASCSU office or Slice office.
  - Time spent working on legislation.
  - Participating in conversations with fellow Senators/Associates that are relevant to the ASCSU Senate, current or future legislation, etc.
  - Attending one of the following boards:
    - Student Fee Review Board (SFRB)
    - University Facilities Fee Advisory Board (UFFAB)
    - University Technology Fee Advisory Board (UTFAB)
    - Alternative Transportation Fee Advisory Board (ATFAB)
    - Legislative Strategy Advisory Board (LSAB)
    - Board for Student Organization Funding (BSOF)
  - For exceptions, or to confirm whether an hour counts as an office hour, email the Speaker Pro Tempore ([ascsu\\_speaker\\_pro\\_tempore@mail.colostate.edu](mailto:ascsu_speaker_pro_tempore@mail.colostate.edu)).
  - In the event a Senate Session lasts longer than 2 hours any subsequent hours will be counted towards the total requirement for that week. Any time past two hours shall be rounded up to the nearest hour.

### General Tasks and Responsibilities:

- Attend the highly recommended Spring Training Session, ASCSU Fall Retreat, and ASCSU Spring Retreat.
  - If there are extenuating circumstances that prevent you from attending, please inform one of the Legislative Officers (Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, or Recruitment and Retention Officer).
- 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 student's diverse backgrounds, encouraging diverse student voices, and attending SDPS 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 at 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.
- Be fully transparent and disclose how all working hours are spent and utilized.

**Basic Qualifications:**

- Ability and interest to represent the students at Colorado State University.
- General knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team-based environment.
- Demonstrate respect for all other members of ASCSU.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently and identify resources.