

## CLASSIFIED SENATE BOARD POSITIONS DESCRIPTIONS

### PRESIDENT

- ❖ Preside over all Senate Exec and Open meetings.
- ❖ Serve as the Senate's representative at these meetings -  
*President's Council* – 2x's a month  
*DGC* – 2x's a month  
*Strategic Planning Committee* – 2-3x's a semester
- ❖ Chair the Executive Committee.
- ❖ Represent Classified at City College Graduation May of each year
- ❖ Serve as an ex-officio member of all committees, except Elections.
- ❖ Serve as liaison with the Faculty Senate, Student Council and any associations(s) as directed by the Senate.
- ❖ Oversee all financial spending.
- ❖ Perform other duties as may be specified by the Senate.

### VICE-PRESIDENT

- ❖ Serve for the President, with signature authority, during any temporary absence.
- ❖ Represent the President as directed by the Senate or President.
- ❖ Attend meetings in absence of President if needed.
- ❖ Lead in planning and organizing events, fundraiser, conference and trainings.
- ❖ Chair the Membership Committee.
- ❖ Chair the Professional Development Committee.
- ❖ Perform other duties as may be specified by the Senate.

### SECRETARY

- ❖ Issue calls to meetings, publish and distribute agendas and minutes of all monthly and general meetings of the Senate.
- ❖ Conduct all routine correspondence pertaining to the Senate and Executive Committee.
- ❖ Reserve rooms for meetings and trainings.
- ❖ Maintain the records (electronic and hard copy) of the Senate.
- ❖ Chair the Fundraising Committee.
- ❖ Chair the Social/Courtesy Committee
- ❖ Attend meetings in absence of President if needed.
- ❖ Perform other duties as may be specified by the Senate.

### TREASURER

- ❖ Coordinate the collection of all membership donations.
- ❖ Deposit funds in a local bank/savings account in the name of the Senate (will need credit check) and maintain account.
- ❖ Issue checks for expenses incurred and authorized by the Senate.
- ❖ Oversee Senate campus funds.
- ❖ Maintain a record of all receipts and disbursements of Senate monies and make all records available for audit.
- ❖ Provide a financial report at each senate meeting.
- ❖ Maintain the SDCC Classified Senate website.
- ❖ Attend meetings in absence of President if needed.
- ❖ Perform other duties as may be specified by the Senate.