**JOB DESCRIPTION – ASSOCIATE SENATOR**

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of 2.00. Shall remain enrolled as a CSU student and maintain a 2.00 cumulative GPA throughout the regular academic year.

**PURPOSE**

An ASCSU Associate Senator is to be responsible and accountable to the students of the college that elects him or her and to the student body as a whole in the areas of:

1. Facilitating communication between students, faculty, administration, the Fort Collins community and other students.

2. Educating others on ASCSU services.

3. Promoting awareness of ASCSU.

4. Motivating and involving others on issues pertinent to students’ quality of education.

5. Searching for new areas of student involvement.

6. Maintaining student control of student life.

**RESPONSIBILITIES**

1. Maintain at least one regular, accessible, and posted office hour per week for the

betterment of ASCSU and representation of their college.

2. Serve on at least one committee.

A. Internal senate committee (e.g.—Student Funding Board, Internal Affairs, etc.)

B. External committee (e.g.— Student Fee Review Board, Parking Services

Committee, etc.)

3. Attend at least one Senate meeting in every three week period

4. Sponsor and/or author bills and resolutions. Research content and issues of each resolution and bill prior to each Senate meeting.

5. Act in compliance with the ASCSU Constitution.

6. Be responsive and representative of CSU student needs.

7. Attend a workshop/organizational meeting at the beginning of each semester organized by the elected officers and/or ASCSU advisor.

8. Attend the ASCSU Fall and Spring transition retreats.

**COLLEGE COUNCILS**

1. Attend College Council meetings and present oral reports of ASCSU matters to the Council.

2. If no College Council exists, Associate Senators are encouraged to establish one.

3. These council meeting dates and places will be given to the Speaker of the Senate by the third week of said term.

**SENATORS AND ASSOCIATE SENATORS**

Councils shall be responsible for the selection and training of each Associate Senator.

**RESIGNATION**

1. Inform the Vice President in writing.

2. It is recommended, but not required, that an Associate Senator give advance notice of their intent to resign, and help their College Council find a replacement.

**ABSENTEEISM**

1. An Associate Senator may be removed after having two (2) unexcused or five (5) total absences in one semester.

**IMPEACHMENT**

1. (see section 700 of the ASCSU Constitution).