

Student Senate Officers

(Candidacy requires 300 student signatures from any class year)

The Student Senate is a representative parliamentary body responsible for overseeing student life, addressing grievances, and maintaining relations with the faculty and administration. Senate is responsible for allocating the Student Activities Fee, organizing and maintaining class representative and All-College Committee elections. This representative body is governed by the Executive Officers (President, Vice President, Treasurer, and the Secretary), the MOB Chair, and the Senate Committee Chairs. The President, Vice President, Treasurer, and Secretary, and MOB Chair are elected by popular vote during the spring semester. Attendance is mandatory at Senate Meetings (6-8pm on Tuesday evenings), plus they must attend the Senate Retreat on September 17, 2006.

Senate President

The President is responsible for calling and presiding over meetings of the Dickinson College Student Senate and the Senate Cabinet. The President is the liaison between the student body and the faculty and administration. The President is responsible for attending faculty meetings, Planning and Budget All-College Committee meetings, and meetings of the Board of Trustees. Also, will meet regularly with the President of the College. *Candidates for President must have served at least two years in Senate.*

Senate Vice President

The Vice President is responsible for compiling the Student Senate handbook, planning the Senate Leadership Retreat, planning the Leadership Banquet, and assigning Senators to all Senate Committee positions. The Vice President will chair the Grievance Committee and sit as a non-voting member of the Enrollment and Student Life All-College Committee. *Candidates for Vice President must have served at least one year in Senate.*

Senate Treasurer

The Treasurer is responsible for managing the Student Activity funds allocated to the Student Senate by the Student Activities Fee. The Treasurer will chair the Finance Committee. The Treasurer will appoint members of the Finance Committee, subject to confirmation by the Student Senate. The

Treasurer is responsible for running budget clinics each semester. He/she will sit as a voting student representative on the Planning and Budget All-College Committee. *Candidates for Treasurer must have served at least one year in Senate AND at least one year on the Senate Finance Committee.*

Senate Secretary

The Secretary is responsible for recording the minutes at all meetings of the Student Senate and the Cabinet, recording attendance for all meetings, managing the Record of the Senate for the year, accepting and distributing all written legislation submitted to the Senate, and emailing the minutes to members within forty-eight (48) hours after the Senate meeting. *Candidates for Secretary must have served at least one year in Senate.*

MOB (Multi-Organization Board) Chair

The MOB chair will call and preside over MOB meetings. The MOB chair is responsible for coordinating events amongst the all the campus organizations that make up the MOB. *Candidates for MOB Chair must have served at least one year in Senate.*

Class Officers

(Candidacy requires 150 student signatures from your respective class)

Class Officers are a group of students that plan extracurricular events for their class during the academic year. The Class Officers in particular are expected to establish a sense of unity within the class, inform transitional need that exist upon graduation from Dickinson, and educate the class about the important role alumni play in the future of the college.

Class President

- Preside over weekly meetings, prepare agenda items and delegate tasks as necessary.
- Strive to develop good organizational and communication skills and display leadership qualities in representing the class.
- Act as a liaison to the campus community on behalf of the class.
- Perform other duties as needed to meet the Senior Class objectives.
- ***Must attend every Senate meeting (every Tuesday evening, 6-8)***
- ***Must attend the Senate Retreat on September 17, 2006.***

Class Vice-President

- Carry out the responsibilities of the President in case of absence.
- Coordinate all programming details for class events.
- Recruit a class historian and work closely with the historian to keep a record of class activities and take photos of class events.
- Coordinate the development of a class slide show.
- Work closely with the class Secretary in publishing the class newsletter.

Class Secretary

- Record and distribute minutes from the officer meetings.
- Prepare all correspondence for the class.
- Coordinate all publicity for class events.
- Work closely with the VP in publishing the newsletter.

Class Treasurer

- Responsible for all financial transactions for the class.
- Correspond regularly with the Senate Treasurer and the Cashier's Office
- Create the budget for the class and represent the class in Student Senate budget hearings.
- Prepare a report on the class financial status for officer meetings.

All-College Committee Senators

(Candidacy requires 50 student signatures from any class year)

All-College Committee Senators are the student representatives on the various official college committees. They will serve alongside college faculty, staff, and administrators. All-College Committee Senators must attend their weekly committee meetings and the Student Senate meetings (every Tuesday evening from 6-8). They also must attend the Student Senate Retreat on September 17, 2006.

Academic Programming and Standards Committee (APSC)

Meets every Monday, 2:45-4:15 p.m.

This Committee studies and evaluates all matters associated with the academic programming of the college, and advises the Dean on the distribution of monetary and the personal resources. This Committee is composed of six faculty or academic professionals, **three students**, the Provost and Dean of the College, the Vice President for Enrollment and College Relations, the Associate Provost for Curriculum and Registrar, the Director of Library and Academic Technology, Executive Director of Global Education, and the Director of Writing. *Candidates for APSC may be from any class.*

Enrollment and Student Life (ESL)

Meets every other Tuesday, 4-5:30 p.m.

This committee is responsible for evaluating student satisfaction and engagement. This Committee is comprised of four faculty or academic professionals, **four students (one for each class)**, the Vice President of Enrollment and College Relations, the Dean of Admissions, the Director of Financial Aid, the Dean of Students, and the Assistant Vice President for Enrollment & Institutional Research. *Only candidates for the Class of 2008 ESL spot and the Class of 2009 ELS spot will be voted on in Spring 2006.*

All-College Committee Senators (continued)

Information Technology and Services (ITS)

TBA

This Committee acts as the liaison between the Student Senate and Information and Technology Services. This Committee also maintains the Student Senate Website. This Committee is composed of three faculty or academic professionals, ***three students***, the Provost and Dean of the College, the Vice President and Treasurer, the Vice President for Library and Information Services, the Associate Director of Library and Academic Technology, the Director of User Services. *Candidates for ITS Committee may be from any class.*

Planning and Budget (P&B)

Meets every Thursday, 4:00-5:30 p.m.

This Committee is responsible for discussing major issues of institutional policy and planning. It also shall examine incomes and expenditures experienced in past budgets and make recommendations for projected budgets. This Committee is comprised of five faculty or academic professional, ***one student plus the Student Senate President and the Student Senate Treasurer***, the Provost and Dean of the College, the Vice President and Treasurer, the Vice President for Enrollment and College Relations, the Vice President for Campus Operations, the Vice President for Development, the Vice President for Library and Information Services, the Dean of Students, the Executive Assistant to the President, the Controller, and the Assistant Controller. *Candidates for P&B Committee may be from any class.*

Student Senator

(Candidacy requires 50 student signatures from your respective class)

What is a Student Senator?

A Student Senator represents the constituents of their perspective class. Senators are required to attend weekly Student Senate meetings (every Tuesday evening from 6-8) and serve on at least one Senate Standing Committee. They also must attend the Student Senate Retreat on September 17, 2006. There will be eight Senators per class, plus the class president.