

**TITLE:** Student Senate Executive Board Officer  
**DEPARTMENT:** Student Life  
**SUPERVISION:** Student Senate Advisor



Hennepin Technical College™

### **Student Senate Public Relations Coordinator**

#### **POSITION OVERVIEW:**

The HTC Student Senate is the voice of the student body in matters affecting student activities. It exists to initiate consideration of student problems, and to communicate action or recommendation to the designated school authorities. The Executive Board leads the Student Senate in planning, decision making, and general operations.

#### **QUALIFICATIONS:**

- Cumulative GPA of 2.0 or higher.
- Be in good standing with the college.
- Be elected or appointed through the process defined in the Student Senate Bylaws.

#### **RESPONSIBILITIES SPECIFIC TO OFFICE:**

- To direct the overall publicity and promotion of the Student Senate. These duties may be delegated to an Ad Hoc committee which the P.R.C. shall oversee.
- Assume overall responsibility for recruiting members to the Student Senate.
- Update Senate Board on Campus.
- Update Minutes and Agenda on Senate D2L.
- Placement of signs around campus during senate meetings.
- Take minutes for meetings in the absence of secretary.
- Create and post marketing flyers for Student Senate events.
- Perform other duties as assigned by the President and/or Executive Board.

#### **COMPENSATION:**

- Executive Board members will receive a monthly stipend of \$200.00 as per the following schedule: August-May.
- Stipends will be paid once per Month (August-May) based on the Hennepin Technical College payroll schedule listed on the Human Resources web page.
- Monthly stipend payments will be based on attendance and performance of the duties of the elected person.
- The Advisor will approve the payment of the stipend each month.
- The monthly stipend will be allocated from the Student Senate budget.

#### **REQUIRED TIME COMMITMENTS:**

- Weekly Student Senate and Executive Board Meetings on Wednesdays, 12-1 pm.
- Monthly meetings with College Leadership, one hour per month.
- Participate in additional Student Senate events as determined by the Executive Board and Senate.
- Encouraged to attend LeadMN conferences and events as personal schedule allows.