

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



Hennepin Technical College™

## **Student Senate Secretary**

### **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:**

- Take the minutes of the meeting and possess a copy of the Bylaws.
- Record all motions made at the Student Senate meetings.
- Maintain attendance records (This is a list of all executive committee members, senators, guest speakers and records of voting members.)
- Make copies of the minutes available at the meeting and email a copy to Student Senate members who provide an email address, prior to the next meeting.
- Keep a shared digital folder of all minutes, agendas and Treasurer reports for reference in order.
- Provide a copy of the minutes to the Advisor.
- Take attendance at all meetings and report attendance to the Advisor.
- Serve as the custodian of all assets owned by the Student Senate.
- 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.