

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



Hennepin Technical College™

## **Student Senate Treasurer**

### **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 account for all receipts and expenditures made by the Student Senate, along with all assets owned by the Student Senate.
- Prepare a monthly written Treasurer's Report.
- Supply a copy of the Treasurer's Reports to the Secretary to be filed with the minutes and agenda in the digital folder.
- To conduct an inventory of the assets each Fall and Spring Semester with the Secretary.
- 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.
- Monthly Student Life Board Meetings, one Wednesday a month, 1-4 pm, if required.
- 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.