

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



Hennepin Technical College™

Student Senate Vice President

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:

- Assume the duties of the President in their absence.
- Assume the duties of the President upon the request of the President.
- Shall be a member of the Student Life Board.
- Advise the President of correct parliamentary procedures.
- Determine if a Quorum is present.
- To serve as an advocate for the minority for any issue being addressed by the Student Body or Executive Board.
- To attend all meetings of the Executive Board.
- Act as a liaison to Student Clubs, including reminders about Senate attendance and Club reports.
- 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. (Required for Vice President)
- 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.