Article IV: Duties and Terms of Office of Classified Senate Members
The Classified Senate shall elect a President, President-Elect, Vice-President, Secretary, and Treasurer, plus one representative and one alternate from each segment defined in Article III, Section 1.

Section 1. The Segment Representatives shall:
1. Attend regular Classified Senate meetings.
2. Confirm all appointments made by the President of the Classified Senate.
3. Hold informational meetings for their constituencies at least once each quarter.
4. Be responsible for polling their constituencies on items designated by the Classified Senate.
5. Report to the Classified Senate on matters from their segment related to the Classified Staff concerns.
6. Post minutes of Classified Senate meetings.
7. Perform other duties as required by their office.

Time Commitment: 4-5 hours/month during academic year & maybe 1-2 hours during the Summer Session.

Section 2. The Segment Representative Alternates shall:
1. Act as the Segment Representative in his/her absence.
2. Perform other duties as may be required by the office.

Section 4. The President-Elect/Vice President shall:
1. Attend the State Classified Leadership to receive training or receive an acceptable alternate training to be approved by the President of the Classified Senate.
2. Act as president in the absence of the President.
3. Become the president of the Classified Senate upon the expiration of the incumbent president’s term of office.
4. Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Classified Senate.
5. Be an ex-officio member of all Classified Senate committees.
6. Serve as a Classified Senate representative on the College governing committee.
7. Assist in building the agenda for all Executive Committee and Classified Senate meetings.
8. Perform other duties as may be required by the office.

Time Commitment: 8-12 hours/month during academic year & maybe 2-3 hours during the Summer Session.

Section 5. The Secretary shall:
1. Be responsible for preparation, publication and distribution of the minutes and agenda of all Classified Senate and Executive Committee meetings.
2. Maintain and file all Classified Senate records.
3. Act as president in the absence of the President and President-Elect.
4. Assist in building the agenda for all Executive Committee and Classified Senate meetings.
5. Perform other duties as maybe required by the office.

Time Commitment: 5-9 hours/month during academic year & maybe 2-3 hours during the Summer Session.

Section 6. The Treasurer shall:
1. Disburse funds, maintain financial records, and submit financial reports to the Classified Senate during the calendar year, as requested by the Executive Committee, but not less than twice per year.
2. Set up the budget for the Executive Committee and Classified Senate approval.
3. Act as president in the absence of the President, President-Elect, and Secretary.
4. Assist in building the agenda for all Executive Committee and Classified Senate meetings.
5. Perform other duties as may be required by the office.

**Time Commitment:** 5-9 hours/month during academic year & maybe 2-3 hours during the Summer Session.