



POLICY TYPE: **Job Description**  
POLICY TITLE: **Senators of the Divisions**  
APPROVED: **March 22, 2010**

**3.8**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall be available to students in the SUCCI Office for a minimum of four (4) hours per week. Office hours must be between the hours of 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
6. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
7. Shall represent the students concerns and issues of their respective school at the College and report them to the Board of Directors.
8. Shall set up and promote the Class President System throughout their respective divisions and use the Class President Incentive Program.
  - a. The incentive program falls under the Senate System item in SUCCI's annual budget.
9. Shall call, promote, and chair class president meetings biweekly. During these meetings views, ideas, concerns and attendance of the members should be taken in minutes. The minutes from the meeting are to be filed and available for reference material. Also meetings should be used to promote SUCCI activities, events, current initiatives, as well as time to survey members to receive input for future plans.
10. Shall establish a relationship with the Dean of the division they represent and communicate with them regarding any issues pertaining to the students of that division during a monthly meeting.
11. Shall establish a meeting with each of the program coordinators to discuss with them issues pertaining to the students of their programs once a semester and as needed.



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12. For Class President Meetings, Senators shall be collaborating to produce the agenda, visual aids (ex. PowerPoint) and other reference material needed. The proposed contents are to be distributed at least one business day prior to the scheduled meeting (Friday before).
13. Shall report to the Board of Directors as to the content of Class President meetings and encourage the Board to base their decisions on the input of the Class Presidents.
14. Shall encourage Board input for Class President meeting agenda.
15. Shall ensure the members of their respective divisions are aware of the Senator's name, position, and how to contact them.
16. The Senator of Technology and Senator of Aviation are encouraged to plan and implement activities/events for their individual buildings (i.e. movie day)
17. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
  - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.