**ACADEMIC SENATE ELECTION – JOB DESCRIPTION**

**(Vice President and Financial Officer – SP19-FA20)**

**VICE PRESIDENT – 0.4 Release time:**

**These are the normal duties of the Senate Vice-President:**

To work with the Senate council to establish Senate meeting times and dates and to set the agenda for each meeting.

To co-author a rough draft of the annual Senate evaluation report and unit plan.

To moderate Senate discussions. This includes establishing the order of speakers and cutting off speakers, if necessary, to maintain order and keep to the allotted time frame.

To serve on some district committees (i.e. matriculation, diversity, etc.) at the request of the Senate President.

To sit in on, or meet regularly with the chairs of, all academic Senate task forces and subcommittees, including the curriculum committee.

To inform the other members of the Senate council of requests by Senate subcommittee chairs for time on the agenda to discuss proposals that must be ratified by the Senate, or to solicit Senate input on important subcommittee decisions.

To oversee the election of Senate representatives and ensure that these elections occur on schedule.

To read and uphold the Senate constitution, the Senate bylaws, the current LMC governance model, applicable Brown act rules, and Title V laws and regulations.

To assume the duties of Senate President, and some of the duties of the Senate Financial Officer, in the event of the unexpected resignation, incapacitation, or recall of these officers.

To train the new Senate Vice-President-elect.

To participate in an ad-hoc committee to examine the constitution and bylaws of the Academic Senate in order to review efficiency of the senate’s structure and operating procedures.

To participate in implementing the Senate’s strategic plan, particularly as it relates to reorganizing the strengthening the committee structure.

To assist the senate president as needed in representing the Senate at college committee meetings and events.

Attend meetings of the Guided Pathways Advisory Committee (GPAC) and participate in other Guided Pathways discussions as needed.

Represent the Academic Senate at the Academic Senate of California Community College (ASCCC) guided pathways task force meetings

Coordinate with the ASCCC Regional Guided Pathways Coordinator

Be part of the Guided Pathways Advisory Committee (GPAC) Leadership team (help plan agendas, outreach to other colleges, etc.)

Communicate to the LMC community about local and state Guided Pathways initiatives

Attend conferences, workshops, and professional development opportunities as related to Guided Pathways.

**FINANCIAL OFFICER - $500 per semester:**

**These are the normal duties of the Senate Financial Officer:**

To work with the Senate council to establish Senate meeting times and dates and to set the agenda for each meeting.

To co-author a rough draft of the annual Senate evaluation report and unit plan.

To read and uphold the Senate constitution, the Senate bylaws, the current LMC governance model, applicable Brown act rules, and Title V laws and regulations.

To maintain and organize the Senate budget.

To keep track of Senate expenditures and reconcile these with the annual Senate budget.

To give an annual update of the Senate budget, preferably at the beginning of the fall and spring semesters.

**Election Timeline:**

•**Deadline for Candidacy Submission to Laurie** ([lhuffman@losmedanos.edu](mailto:lhuffman@losmedanos.edu)) - Friday, Sep 27, 2018

•**Candidates to present to Academic Senate** – Mon, Oct 8, 2018

•**Ballots go out to all faculty**: (paper and online) and 2nd day to present for candidates. - Mon, Oct 15, 2018

•**Deadline to vote**: Mail or Email:  (we will be sending you the email response information) – Fri, Oct 26, 2018

**•Announcement of winners during Academic Senate Meeting** – Mon, Nov 19, 2018