

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



Hennepin Technical College™

Student Senate 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:

- To serve as the chief spokesperson for the Student Senate.
- Provide an agenda prior to the meetings.
- Preside over the Executive Board.
- Preside over all Student Senate Meetings.
- Assist in the transition of duties of the current administration to the new administration.
- Meet weekly with Advisor.
- Follow up and support Executive board members in carrying out tasks.
- Perform other duties as requested by the 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 for one hour.
- Participate in additional Student Senate events as determined by the Executive Board and Senate.
- Must attend at least one LeadMN conference or event per semester as personal schedule allows.