



## Office of Student Life

# Student Senate: Secretary

### **DUTIES AND POWERS OF EXECUTIVE OFFICERS:**

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Secretary shall:

1. Keep minutes at each Student Senate meeting.
2. Prepare typed minutes for each meeting and provide copies for all members of the Senate and any members of the public present.
3. Maintain the Agenda/Minutes binder.
4. Take roll and determine quorum during the Student Senate meetings.
5. Distribute mail in the appropriate mailboxes.
6. Maintain a roster and contact list of all Student Senate members.
7. Create and distribute any letters of recognition, appreciation or communication with outside parties.