**DATE: 11 MAY 2010**

**TO: 2009-10 FACULTY SENATORS**

**FROM: FACULTY SENATE EXECUTIVE COMMITTEE**

**RE: EXECUTIVE OFFICER DUTIES AND TIME COMMITMENTS**

**Duties of WOU Faculty Senate President**

1. Preside at meetings of Faculty Senate.
2. Act as tiebreaker during votes taken at Faculty Senate meetings.
3. Preside at meetings of Executive Committee.
4. Be responsible for publishing agenda of the meetings at least 2 days prior to the scheduled meetings.
5. Call regular meetings or special meetings of the Senate and the Executive Committee as detailed in the bylaws.
6. Represent faculty at times and places where such representation is necessary or desirable (e.g., finance, communication, and KPI meetings).
7. Perform such other duties as are specified in bylaws, or as may evolve through actions of senate (e.g., becoming well versed in using the online program request and curriculum change submission system; meeting with and advising committee chairs on matters, new and old; determining senate floor versus executive committee channel for approvals; coordinating sponsors and necessary written documentation for New and Old Business items; bettering communication between senate and senate committees; orienting new senators to their roles and expectations; participating in website oversight; becoming well versed in Robert’s Rules of Order; continually improving the senate processes and archival system; etc.)

This requires a time commitment of approximately 8-20 hours per week, depending upon the time of year, and a 1-year commitment that begins at the adjournment of the final meeting in May.

**Duties of WOU Faculty Senate Vice President**

1. Maintain an active roster for the Faculty Senate members, and bring the roster to each Faculty Senate meeting to record attendance.
2. Produce and maintain name cards for each active Faculty Senator for use at each Faculty Senate meeting.
3. Assist in the maintenance of the Faculty Senate website.
4. Assist the Faculty Senate President in the execution of Faculty Senate business.
5. Attend and participate in Faculty Senate Executive Committee meetings.
6. Assume the role of Acting Faculty Senate President during any absence of the Faculty Senate President.
7. Attend and participate in all Faculty Senate meetings.
8. Serve as the parliamentarian for senate.

This requires a time commitment of approximately 3-4 hours per week and a 1-year commitment that begins at the adjournment of the final meeting in May.

**Duties of WOU Faculty Senate Secretary**

1. Record, collect, preserve, and duplicate the minutes of all meetings of the Faculty Senate in the manner prescribed herein.
2. Distribute these minutes to all members of the Faculty Senate and all members of the faculty and staff at WOU.
3. Maintain a valid list of Faculty Senate members.
4. Record attendance at each Senate meeting.
5. In cooperation with the office of the President at WOU, develop and maintain an accurate listing of the faculty at WOU, the number of the FTE employed in each department, the number of senators to which each department is entitled, and the number required for percentages and voting majorities as provided in the Charter and Bylaws.
6. Distribute all notices, materials, and such other matters as may be requested by the Faculty Senate.
7. Perform such other duties as are specified in these Bylaws, or as may be assigned by the President of the Senate.

This requires a time commitment of approximately 6-8 hours per week and a 1-year commitment that begins at the adjournment of the final meeting in May. Should the 2010-11 Executive Committee choose to continue to employ a minutes taker, the responsibilities list lessens and the time commitment falls to 4-6 hours per week.

**Duties of WOU Faculty Senate Executive Committee At-Large Members**

1. Review Faculty Senate minutes.
2. Review Faculty Senate Executive Committee minutes.
3. Review curriculum summaries provided by Faculty Senate President.
4. Review other documents regarding Faculty Senate Executive Committee business as needed.
5. Provide input during Faculty Senate Executive Committee meetings regarding current business.
6. Attend and participate in Faculty Senate Executive Committee meetings.
7. Serve as smart-room-mouse facilitator during Faculty Senate meetings.

This requires a time commitment of approximately 3 hours per week and a 1-year commitment that begins at the adjournment of the final meeting in May.

**Duties of WOU Faculty Senate Past President**

1. Attend and participate in Faculty Senate Executive Committee meetings.
2. Attend and participate in Faculty Senate meetings.
3. Advising new president on management matters.

This requires a time commitment of approximately 2 hours per week and a 1-year commitment that begins at the adjournment of the final meeting in May.

**General Duties of WOU Executive Committee**

1. General supervision of affairs of Faculty Senate between regular meeting dates.
2. Determine the agenda of regular meetings at least one week prior to the meeting.
3. Review petitions (see bylaws and charter).
4. Report all executive committee decisions and actions to senate.
5. Serve as advisory body to university president, when necessary.