



Senate President Pro Tempore

Position Title:	Senate President Pro Tempore
Department:	Student Senate
Supervisor:	Executive Chair of Senate
Stipend:	\$1,300 per year

Primary Purpose:

The Senate President Pro Tempore works with the Executive Chair of Senate to oversee the Student Senate. It assists the Student Senate in accomplishing the Bethel Student Government (BSG) mission statement. This position works with the senators elected by the student body to seek out the needs of the student body and work through bills and resolutions to resolve such issues.

Key Responsibilities:

- Chairs the Senate Finance Committee
- Chairs the Student Senate in the absence of the Executive Chair of Senate
- Manages the Student Senate budget and delivers regular updates to the Student Senate
- Mentors and encourages growth in the senators
- Assists senators in assuring that all bills and resolutions are well-written and are legally sound
- Assists the Executive Chair of Senate in the overseeing the maintenance and preservation of all legislation
- May call a meeting of the Stipends Committee

General Responsibilities:

- At least five office hours per week
- Bi-weekly meeting with the Executive Chair of Senate
- Occasional meetings with senators
- Attendance at all Student Senate meetings

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- Participation in other Student Senate events
- Arrive on campus two weeks before classes begin

Qualifications:

- Junior standing at time of assuming the position
- Minimum GPA of 2.5
- 2 semesters of BSG Senate experience
- Elected by a two-thirds vote from the senators-elect by the current Student Senate