

## Academic Senate Secretary and Treasurer Duties for Fall 2024 – Spring 2026

### *Duties for Academic Senate Secretary, 0.2 FTE (3 units) of reassignment (2024-26)*

Option 1 (if the Treasurer position is occupied):

- Write meeting minutes
- Bi-weekly Academic Senate executive team meetings
- Help develop meeting agenda
- Website development & management
- Post minutes and agendas to website
- Serve on DAS and College Academic Senate workgroups as needed
- Optional/Funds permitting: Attending Fall or Spring ASCCC State Plenary meetings
- ~~Assist with messaging around temporary curriculum needs~~
- ~~Serve as Parliamentarian~~

Option 2 (if the Treasurer position is vacant, then the Secretary's duties would shift to the following while maintaining the same 0.2 FTE of reassigned time):

- Write meeting minutes
- ~~Bi-weekly Academic Senate executive team meetings~~
- ~~Help develop meeting agenda~~
- ~~Website development & management~~
- ~~Post minutes and agendas to website~~
- ~~Serve on DAS and College Academic Senate workgroups as needed~~
- Optional/Funds permitting: Attending Fall or Spring ASCCC State Plenary meetings
- ~~Assist with messaging around temporary curriculum needs~~
- ~~Serve as Parliamentarian~~
- **Maintain balance of Academic Senate funds and request additional voluntary AS contributions**
- **Pay out the funds of the Senate on orders signed by the President**
- **Keep an itemized list of receipts and expenditures and shall make a written report of the prior academic year at the first regular meeting of the Senate**
- **Prepare a budget for the operation of the Senate at the beginning of each academic year and as requested by the President**
- **Invite all new full and adjunct faculty to provide voluntary payroll deductions as dues to the Academic Senate**
- **Optional: Serve on District Budget Committee**

Old Listed Secretary Duties for 2020-2024:

- Website development & management
- Help develop meeting agenda
- Assist with messaging around temporary curriculum needs
- Periodic Executive Team meetings
- Bi-weekly meeting minutes
- Post minutes and agendas to website
- Serve as Parliamentarian
- Serve on DAS and College Academic Senate workgroups as needed
- Attending Fall or Spring ASCCC State Plenary meetings

*Duties for Academic Senate Treasurer, no reassigned time (2024-26)*

The duties specified in [Article V, Section 5](#). Currently, these duties are:

- **Maintain balance of Academic Senate funds and request additional voluntary AS contributions**
- **Pay out the funds of the Senate on orders signed by the President**
- **Keep an itemized list of receipts and expenditures and shall make a written report of the prior academic year at the first regular meeting of the Senate**
- **Prepare a budget for the operation of the Senate at the beginning of each academic year and as requested by the President**
- **Invite all new full and adjunct faculty to provide voluntary payroll deductions as dues to the Academic Senate**
- **Optional: Serve on District Budget Committee**
- Optional/Funds permitting: Attending Fall or Spring ASCCC State Plenary meetings

Old Listed Treasurer Duties for 2020-2024:

- Help develop meeting agenda
- Serve on the Academic Senate Awards Committee
- Periodic Executive Team meetings
- DAS By-laws update subgroup
- DAS compressed calendar inquiry group
- Bi-weekly DAS meetings
- Maintain balance of AS funds and request additional voluntary AS contributions
- Attend Fall or Spring ASCCC State Plenary
- Review applications for use of AS funds, such as Anti-Racism and Equity events
- Connect with campus-wide committees on 10+1 events that need additional funding
- Keep an itemized list of receipts and expenditures
- Serve on DAS and College Academic Senate workgroups as needed
- Serve on District Budget Committee
- Organize end of year Outstanding Faculty and Staff awards
- Organize tenure plaques
- Organize end of year faculty appreciation event (giving of tenure plaques and Academic Senate Outstanding Faculty and Staff awards)