Position Description
CSA Secretary
Fall Term 2016 – Spring Term 2017

CSA Senate (Carleton’s Student Governance Body) is looking for someone to provide support for Carleton Student Association Senate and Carleton Student Association Budget Committee as the CSA Secretary. The person will be primarily responsible for carrying out the following responsibilities:

Senate:
● Attend weekly Senate meeting and take detailed meeting minutes;
● Prepare and post minutes each week by Wednesday morning on CSA website;
● Prepare and post other material as necessary onto CSA website;
● Prepare applications for appointments;
● Moderate and distribute the All-Campus Email twice each week;
● Prepare and post CSA publicity on campus.

Senate meets every Monday from 1st week through 10th week at 7 PM in either the Great Hall or Weitz 236. The person should be able to clear their schedule from 6:45 PM to 9:00 PM every Monday. However, meetings are rarely 2 full hours.

Budget Committee:
● Prepare Budget Committee Agenda and send to CSA Vice President by Wednesday at 5:00 PM of each week
● Prepare and distribute meeting notices to all students making a request;
● Attend weekly Budget Committee meeting and take detailed meeting minutes;
● Prepare and post minutes each week by Friday evening on CSA website

Budget Committee meets every Thursday from 1st week through 9th week at 8 PM in Sayles 251. The person should be able to clear their schedule from 7:45 PM to 9:30 PM every Thursday. However, meetings are rarely 1.5 hours.

Qualifications:
Candidate must be dependable, trustworthy, able to function with minimal supervision, flexible, attentive to detail, and enthusiastic.
Accuracy and organizational skills, ability to write clearly and concisely, typing skills, and ability to learn basic website editing skills are also expected.
Previous student government experience, experience with Robert’s Rules, and/or experience with designing publicity would be helpful.