

Responsibilities of Moderator/Chair, Senate Executive Committee

Mandatory:

1. Speak briefly at Fall Convocation.
2. Meet monthly with SEC to set the Senate Agenda.
3. Meet monthly with the Provost and the President to discuss upcoming agenda items, general business/faculty concerns.
4. Attend the monthly SEC breakfasts with the Provost.
5. Work with the SEC to assign committees for the next year (usually done in late spring).
6. Be part of the stage party for graduation ceremonies.
7. Facilitate the business of the Senate in an efficient, accurate, fair manner.
8. As a non-voting member, the Moderator sits on the Campus Physical Planning Committee (which does not meet frequently).
9. Conduct all Senate meetings.

Recommended:

1. Have a working knowledge of the BOR policies, University Statutes, Senate Bylaws and Robert's Rules of Order/Parliamentary Procedure.
2. Provide coffee/donuts for the SEC meetings if you're going to have them at 7:00 a.m.
3. Meet monthly with the Senate Parliamentarian to discuss any parliamentary procedure questions that may arise.
4. Maintain a sense of humor.

Fringe Benefits:

1. Free food prior to graduation ceremonies.
2. Free food at SEC breakfasts.
3. One course teaching reassignment (confirm with your department head that they will honor this prior to agreeing to serve!)
4. The potential to facilitate work that will positively impact faculty members' professional lives.
6. Getting to know many different individuals in the campus community.
7. Getting to see what the President's office looks like, without having been called there because you've done something wrong.

Personal Observations (thus far...)

Serving as SEC Chair is a great opportunity to see things from 'both' sides. There is a significant time investment, and phone calls and emails eat up a lot of hours. However, you learn so much and meet so many great people you might otherwise have not had the chance to interact with.

You get a better sense of the University community as a whole, and the role of faculty as part of that community. The chance to help faculty accomplish tasks/deal with issues that are important to them is very rewarding.

I'm happy to answer any questions from individuals interested in serving in this important role next year.