

## CSA Senate Positions, Roles, and Structure

This document serves to outline the responsibilities and expectations that accompany every Senator's role in CSA. Importantly, these responsibilities are not an exhaustive list of what Senators may accomplish within their roles. Through access to working groups, CSA funding, and the feedback of classmates, Senators are able and encouraged to initiate projects addressing any variety of issues on campus. As such, this document provides a baseline understanding of expectations for Senators, rather than an encompassing set of duties.

Within CSA Senate, individual Senators fall within one of three categories: Class Representatives, Liaisons, and Executives/Officers. While some responsibilities apply to all Senators, many depend upon which of these three categories a Senator belongs to.

### GENERAL RESPONSIBILITIES

Every Senator must attend Senate meetings. These meetings are traditionally held on Monday evenings from 7-9pm. Additionally, all Senators must participate within working groups, which are small and temporary CSA subcommittees. Working groups may be created by any Senator or student at large to address or support specific causes, examples including accessibility on campus, mental health, or the CSA Textbook Library, they often meet during and outside of Senate meetings, and every group is open to both Senators and students at large (more details [here](#)). Finally, all senators are required to participate in two hours of service, composed of one hour spent supporting CSA initiatives and another hour spent with external campus events in support of the broader Carleton community.

### EXECUTIVES/OFFICERS

#### **President**

The CSA President (also known as the Student Body President) serves the following functions:

1. Acting as the Student Liaison on the Board of Trustees Student Life Committee. The Board meets once per term;
2. Attending College Council meetings, which meets once or twice per term. College Council is a College Committee chaired by the College President and is comprised of the College Deans, College Vice President, College Treasurer, and select faculty and staff members;
3. Chairing the Appointments Committee. The Appointments Committee, which includes the Executive team and all class representatives, meets whenever applications are sent out for vacant positions on the College or CSA Committees;
4. Chairing CSA Senate meetings. CSA Senate meets every Monday from 7:00 p.m. to whenever the meeting ends, typically around 8:30 p.m.;

5. Developing the Agenda for CSA Senate meetings. This entails sending invitations to College administrators, staff, and students to present on key initiatives, topics, and policies at the College;
6. Acting as a Liaison between the CSA Senate and the College. For instance, the CSA President regularly meets the Vice President for Student Life and Dean of Students and other administrators that can help pass an initiative being drafted by Senators or students;
7. Speaking on behalf of the CSA Senate as they see fit. For example, student publications such as the Carletonian tend to question the CSA President about resolutions or general initiatives in CSA Senate;
8. Disseminating information from CSA Senate to the student body. This includes announcing the passage of resolutions, vacant positions on College Committees, or other key initiatives that affect students.

There are also other smaller tasks the CSA President must perform, which include:

1. Delivering an introductory speech to the incoming freshmen class during New Students Week;
2. Meeting with the College President once a term or as necessary;
3. Managing and monitoring the CSA Elections by announcing Elections dates, administering the candidate confirmation dates, moderating the Election Debates, creating the Election polling software, and announcing the winners.
4. Managing the CSA website.

### **Vice President**

The Vice-President is the Chair of [Budget Committee](#) which is in charge of overseeing funds allocated through CSA according to the bylaws and guidelines. The day to day responsibilities of the Vice President are to distribute information regarding funding such as Spring/Special allocations, coordinate with the CSA Treasurer on the state of the budget, and keep Senate informed on the proceedings at Budget Committee. The Vice-President is a voting member of the Senate except in the temporary absence of the President when he or she shall perform the duties of the President.

### **Treasurer**

The CSA Treasurer manages the CSA Budget by distributing funds to students and student orgs, and ensuring the use of funds is responsible and consistent with the Bylaws and Guidelines. This is achieved through the Treasurer's ex-officio positions on CSA Senate and Budget Committee, in addition to the Treasurer acting as Chair of the [Student Projects Committee](#). Day to day responsibilities include reimbursement processing and submitting transfer requests to the business office. The Treasurer's work provides students with the resources needed to improve student life and activities on campus and thus can be very fulfilling.

### **Secretary**

The Secretary is primarily responsible for recording minutes at weekly Senate and Budget Committee meetings, distributing them to Senate prior to the next Senate meeting, and publishing them on the CSA website following Senate's approval. Working closely with the Vice President, the Secretary also handles funding requests from students to Budget Committee and organizes the weekly Budget Committee meetings, including setting the meeting agenda, communicating with requesters, and sending the request packet for Budget Committee's perusal a day before the meeting. Besides, the Secretary manages the all-campus announcements system, sending out the announcements twice a week. The Secretary is a non-voting member of the Senate and Budget Committee, and a member of the CSA Committee for Outreach, Media, and Publicity (COMP).

### **Public Relations Officer**

The PR Officer chairs the CSA committee for outreach, media and publicity, which meets every week outside of CSA. As CSA Senate aims to be the voice of the students by representing student organizations and offices and by funding student initiatives, the PR Officer projects CSA Senate's image and presence back to campus through traditional and social forms of media. They do this primarily by advertising campus events and CSA happenings through physical posters and online posts, in addition to sending out newsletters to inform the student body about what their CSA representatives are doing. Furthermore, the PR officer traditionally works on independently directed publicity related projects, such as restructuring and updating the CSA website, or planning enjoyable end of term Senate social events to engage the student body.

## **CLASS REPRESENTATIVES**

Class representatives first and foremost seek to represent classmates within their year. They fulfill this duty by remaining in frequent communication with their classmates, often via email and by holding weekly office hours. It is recommended that Class Representatives formally introduce themselves over the first half of their first serving term using class email list serves to ensure familiarity and connection with their respective class. Class representatives should continue to reach out to their constituents throughout their term, as they are expected to take feedback from students about challenges they face, and offer resources or ideas through CSA structures and projects to address these challenges. Finally, class representatives also serve as members of the CSA Appointments Committee in an ex-officio capacity.

## **LIAISONS**

### **Office of Intercultural and International Life (OIIL) Liaison**

The OIIL Liaison should set a standard meeting time, traditionally once every two weeks you will meet with the director of the OIIL Office to discuss the necessary updates from Senate and OIIL related campus concerns. Meeting times should be scheduled at the beginning of your term, and the OIIL Liaison should hold a feedback meeting around the 5th week of each trimester with OPL's. Furthermore, the OIIL Liaison should hold a monthly office hours to invite students at large to discuss campus concerns. The OIIL Liaison is required to fill out at least 2 forms at the end of each served term. The first is an overall debrief relating to the liaison's work with the OIIL Director, while the second will relate to feedback the Liaison receives from OPL's. The OIIL Liaison may also help coordinate the International Festival in Spring term.

### **College Council Liaison**

CC liaisons attend College Council meetings about twice per term, and within this role represent student interests regarding any matter brought to CC, while also being vested with the power to bring issues of campus concern before the council. The College Council has jurisdiction over all non-curriculum related matters on campus, meaning there is a lot of potential to leverage the council's wide mandate in affecting change on campus. It is the responsibility of CC Liaisons, however, to build support and awareness for a particular resolution with any and all relevant campus bodies before bringing it to CC. Few if any issues can be brought straight to CC without laying plenty of groundwork beforehand. In addition, one the two CC liaisons shall attend bi-monthly College Budget Committee meetings to represent student interests in the allocation of Carleton yearly fiscal budget, and explain this allocation to the student body. The other Liaison shall act as Chair of CSA's Governance committee. Governance Committee is the primary chartering body for student organizations on campus, and a source of judicial-style review of CSA resolutions and procedures. The Chair shall organize meeting times and locations for Governance Committee on an on-demand basis, typically once 2-3 student organizations have completed the preliminary steps for drafting a charter (further details [here](#)).

### **Chapel Liaison**

The Chapel Liaison is presented with the duty of addressing any concerns brought to their attention from the Office of the Chaplain and students from any associated with any of the religious groups. While this position serves as a connection between the chapel and CSA, the Chapel Liaison traditionally focuses on representing the entire Carleton student body. Furthermore, the Liaison reports to the chaplain's office on a weekly basis to maintain communication regarding important updates from the senate meetings. It is beneficial that the person filling this role be a Chaplain's Associate in order to maintain the best communication.

However, anyone with a strong relationship with the chapel may also be able to fulfill the duties of the position.

### **Club Sports and Physical Education, Athletics, and Recreation (PEAR) Liaison**

The Sports Liaison represents both Club Sports and the PEAR office in Senate and campus-wide, and helps clarify the nature of—and any misperceptions about—Club Sports and its relationship with CSA. They should organize individual meetings with the Club Sports Director to discuss issues ranging from their limited budget, inclusivity, safety, and representation on campus. The Sports Liaison also sits on the Club Sports Executive council. This allows the Liaison to help recommend and monitor the CSA Recreational allocation of funds and resources for the maintenance of the Sport Clubs, while reviewing applications for clubs desiring Sport Clubs Status. This council also acts as an appeals body regarding decisions made by the Sport Clubs Executives and the Sport Clubs Director, and may assist the Sport Clubs Director in a variety of other tasks.

### **Community Equity Diversity Initiative (CEDI) Liaison**

The CEDI Liaison serves all students and works to make Carleton a more equitable campus. In performing this role the CEDI Liaison should branch out and ask constituents of various identities what they believe are important issues on campus, as the CEDI Liaison is the primary voice for all students in a majority staff and faculty space. They shall represent students by attending CEDI leadership board meetings every other week, in which they are specifically encouraged to discuss Senate working groups' progress and any possible student concerns that were catalysts for these working groups. During the first meeting of the Academic year, the CEDI Liaison should establish a recurring agenda item to make such Liaison reports; it is recommended that the CSA Liaison has their recurring agenda item earlier on the agenda list to avoid this item being tabled for future meetings. The CEDI Liaison should communicate with the CEDI students at large to make sure their needs are being met, and should participate in CEDI sub-committees as much as possible to maximize the presence of student voices within CEDI. Finally, the CEDI Liaison should report major news from CEDI meetings back to CSA and the student body, and advertise CEDI events to students.

### **Residential Life Liaison**

The core of the ResLife Liaison position is to be the CSA contact for questions about ResLife and provide CSA with updates about changes in ResLife that may be of interest. The ResLife Liaison should be a current RA and meet with both the Director and Assistant Director of Residential Life at least once every two weeks. Additionally, the ResLife Liaison assists CSA and ResLife in creating opportunities for cooperation between the two bodies, particularly in an effort to both learn about student concerns and communicate about CSA through RAs.

### **Disability Services Liaison**

The Disability Services Liaison serves as a link between the Disability Services Office, CSA, and the Accessibility Committee in order to communicate issues of disability and advance the goal of increasing accessibility on campus. In addition, the DSO Liaison works to create working relationships with disability organizations on campus, such as the student group Ramped Up, as well as the broader Carleton disability community. The DSO Liaison serves as a member on the Accessibility Committee and attends termly meetings, has informal meetings with the Disability Services Director, and serves as the point person for the Disability Services Working Group. The DSO Liaison works with various offices and organizations in order to advance the goal of making Carleton's campus a more accessible place.

### **Office of Health Promotion (OHP) Liaison**

The primary responsibility of the Liaison to the Office of Health Promotion (OHP) is to connect the goals and work of OHP to CSA Senate. Working closely with the OHP professional staff as well as other student wellness advocates (SWAs), the OHP Liaison works to relate the goals and projects of the OHP to the CSA, as well as the larger student body. In order to complete this role effectively, the OHP Liaison must be able to make connections across the interests of various organizations in order to ensure that effective collaborations occur whenever possible. It is strongly recommended that the OHP Liaison be held by a current student wellness advocate.

### **Environmental Advisory Committee (EAC) Liaison**

The ultimate goal of the Environmental Advisory Committee (EAC) Liaison is to bridge the gap between CSA Senate and the student body to work towards a more sustainable and environmentally-conscious campus culture. Outside of the CSA Senate, the EAC Liaison meets twice a term with other faculty, staff, and students who serve as members of the EAC. In this position, the EAC Liaison assists in taking meeting minutes, approving budgets, reviewing projects, and supporting initiatives that align with the campus carbon-free by 2050 Climate Action Plan. The EAC Liaison provides a student perspective to the committee and reports back to the CSA Senate about promoting Carleton's sustainability initiatives. The EAC Liaison sends out campus-wide emails about environmental events on campus and in the community. The EAC Liaison also writes environmentally-driven resolutions with sustainable solutions. This EAC Liaison position is essential to ensuring a better environmentally-sustainable future for generations of Carls yet to come.

### **The Education and Curriculum Committee (ECC) Liaison**

The ECC Liaison should attend all ECC meetings that happen throughout the year; the dates for these meetings can be found on the [campus calendar](#). To prepare for these meetings the ECC Liaison should review the agenda, connect with ECC faculty (currently Dean Nagel) and staff members, and navigate student concerns to suggest relevant agenda items. In an effort to better

gauge student suggestions and thoughts, the ECC Liaison should formally introduce themselves to the student body and send out surveys, emails, or host office hours. While at the ECC meeting, the ECC Liaison should raise student concerns and speak from the perspective of students, and after these meetings, they should report meeting content on the CSA Senator form and at CSA meetings. Furthermore, ECC Liaisons should be responsible for hosting at least one outreach event a year to better inform students of policy and curriculum changes.

### **Admission and Financial Aid Council (AFAC) Liaison**

The AFAC Liaison attends AFAC weekly meetings and works to keep CSA and AFAC aware of what is happening in the other group as well as at large at Carleton. AFAC works to advise admissions and financial aid decisions as well as to create policies. The Liaison therefore works with the team in addition to two students at large. The liaison's role, however, is not limited to these two capacities. As a student senator, the Liaison has a duty to listen to concerns of the student population regarding any topic and work with other students in order to improve the lives of all on campus.

### **Center for Community & Civic Engagement (CCCE) Liaison**

The CCCE Liaison should work closely with the CCCE and CSA. They should have knowledge on what is happening in the CCCE and should be able to bring that knowledge to CSA. Meeting with the pro staff in the CCCE about what they may want to know or if they have anything to add helps one do their job much easier. It also builds a stronger relationship between the two bodies. As a student senator and Liaison it is key to keep a good relationship with both offices and stay updated because both sides are always changing.

### **Inter-Campus Liaison**

The duty of the Inter-campus Liaison is to facilitate dialogues between Carleton and peer institutions. It requires attendance to a St. Olaf government (SGA) meeting at least once per term, involvement as a MAPCS (Minnesota Association of Private College Students) representative for Carleton, continued communication with the St. Olaf Intercampus Liaison about campus life/changes to student life/student issues/etc., continued communication with SGA president/VP, and participation in the appointments committee for future applicants.

### **Gender and Sexuality Center (GSC) Liaison**

The position of GSC Liaison requires a strong association with the GSC, its affiliated cultural houses, offices, and students. Naturally, the position of Liaison asks for a deep understanding of how the GSC affects campus life, specifically the LGBTQIA+ community. Keeping up to date on events, identifying and investigating changes in the functionality of the GSC, as well as collaborating with students, including GSC associates, to address their concerns and requests for events are crucial roles for the GSC Liaison. Having experience in the GSC is useful for

understanding the Liaison position as well as developing a mindset that regularly pushes for inclusivity and equality.

### **TRIO/SSS Liaison**

The TRIO Liaison should set a standard meeting time, traditionally once every two weeks, to meet with the director of the TRIO Office to discuss the necessary updates from Senate and TRIO-related campus concerns. Meeting times should be scheduled at the beginning of the term, and the TRIO Liaison should hold a feedback meeting around the 5th week of each trimester with TRIO Peer Leaders. Furthermore, the TRIO Liaison should hold monthly office hours to invite students at-large to discuss campus concerns. The TRIO Liaison should present findings from each of these conversations to CSA Senate on how to best address any concerns students have.

### **Title IX Office Liaison**

The Title IX Liaison would work with the Title IX Office, CSA, and the broader campus community to further the shared goal of eliminating sexual violence on campus. The Office of Sexual Violence Prevention and Response at Carleton, often referred to as the Title IX office, has grown rapidly in the past few years. In August 2017, a full-time Title IX Coordinator was hired, and in 2019 a Sexual Violence Prevention Coordinator tasked with developing a four year prevention model was added to the team. The expansion of the Title IX Office in conjunction with ongoing campus discussion and activism surrounding sexual violence at Carleton deem it necessary for a Title IX Liaison to CSA. The Title IX Liaison will work with the Title IX Office, CSA, and the larger campus community to ensure that Carleton's sexual misconduct policies, procedures, and prevention efforts reflect the values of our community. The role of Title IX Liaison would also involve actively working with Sexual Violence Prevention and Response, Sports Equity, Gender Based Discrimination, and other subcommittees which fall under the category of Title IX which need representation in our student government. This position will be approved by the Title IX Coordinator, who will review the candidate whose appointment will be confirmed by CSA.