

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

RESPONSIBILITIES OF A COLLEGE SENATOR

- Attend **all** meetings of the College Senate. If you cannot attend a meeting, you should let the Senate Chair and Senate Secretary know so that you can be marked excused in the minutes and attendance. If you are unable to meet for a semester due to teaching obligations or a sabbatical you should let the Senate Chair know so that a temporary replacement can be found.
- **Arrive on time** – no College Senate business may take place until a quorum is present.
 - Come prepared – review any materials sent out in advance of the meeting and **be prepared to discuss and vote as applicable.**
- As your department or division representative you **should report back to your department or division** the activities of the College Senate.
- As a Senator, you should **solicit issues and concerns** for College Senate consideration. Issues/concerns should be forwarded to a member of the College Senate Advisory Committee.
- **Attend** any/all College Senate sponsored Open Forums if your schedule permits.
- **Volunteer** to serve on College Senate Standing or Ad hoc Committees.

5/18/05