

## Academic Senate Secretary Duties (as of Fall 2024 – Spring 2026)

Basic Duties of the Secretary are outlined in the [Academic Senate's Bylaws](#). Additional duties subject to change based on time afforded by re-assigned time allocation and whether the Treasurer officer position is vacant.

*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

*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
- 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