



## Faculty Senate Elected Positions Fact Sheet

### Officers:

**Position: Vice Chair**

**Term:** One Academic Year (August-May)

**Honorarium:** \$1000

**Special Note:** The Elected Vice Chair automatically becomes the Chair at the end of his/her term of service.

**Duties:** Assumes the authority of the Chair in his or her absence, due to any reason. Petitions full-time faculty for interest in serving on standing Senate committees for the upcoming academic fiscal year. Chairs ad hoc committees. Meets with College administrators on a monthly basis during the regular academic year and with the Board as needed. Maintains any fiscal records, including completing TERFs at the end of the term for each elected position receiving an honorarium. Has the same voting privileges as other elected members of the Senate.

**Position: Chair**

**Term:** One Calendar Year (August-July)

**Honorarium:** \$1250 Fall and Spring Semesters plus \$250 for Summer

**Special Note:** The Chair automatically becomes the Immediate Past Chair at the end of his/her term of service.

**Duties:** Conducts all Senate meetings, signs Senate documents, makes appointments to Senate committees, serves as spokesperson for the Senate, and disseminates Senate-related documents and information. Attends regularly-scheduled Lead Advisor Team ("LAT") meetings. Stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from promoting his or her own opinions above other points of view. Serves as mentor to the Vice Chair. Serves as ex officio member of all Senate committees. Serves as Senate liaison to College administration and Board of Trustees. Reports on meetings with administrators and on board activities. Represents faculty and acts as spokesperson for them. Attends and reports Senate activities at monthly Board Meetings. Additionally, the Chair has the authority to vote in the event of a tie in the adoption of any resolution or election, and to fill officer vacancies in consensus with other officers.

**Position: Immediate Past Chair**

**Term:** One Academic Year (August-May)

**Honorarium:** none

**Duties:** Assists the Chair with assigned duties. Ensures continuity to the Senate as a body. Presides in absence of Chair and Vice Chair. Has the same voting privileges as other Senators

**Special Note:** The Immediate Past Chair is the third and last year of service for the elected Vice Chair.



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**Position: Secretary**

**Term:** One Academic Year (August-May)

**Honorarium:** \$1000

**Special Note:** The Secretary is appointed from among the elected Senators and receives an honorarium only as the Secretary.

**Duties:** Maintains records of all proceedings of the Senate. Writes minutes for regular or special meetings; including determining quorum, noting, time, location and attendants of these meetings in accordance with standard parliamentary procedure. Ensures Senate meeting minutes are posted to the Luna Senate webpage in a timely manner. Maintains complete roll of membership of the Senate, full-time faculty and eligible adjunct faculty. Provides all documents maintained by the Secretary to the Auditing and Elections Committee in a timely manner. Continues to represent his faculty constituency in his role as a senator. Assists the Chair in maintaining order. Reports to the Chair when any Senator has missed three consecutive meetings. Ensures eligibility and presents slate of nominees for Senators and Officers to Auditing and Elections Committee.

### Senators

There is one Senate position for the following departments:

- Humanities, Education and ABE
- Trades
- Allied Health
- Business, SMET
- Adjunct
- Satellites (representing Mora, Springer and Santa Rosa faculty)
- Head Librarian (ex officio member, not elected)

**Position:** Senator

**Term:** One Year

**Honorarium:** \$750

**Duties:** Attend at least three meetings of the Senate each semester and at least one LCC Board of Trustees meeting each academic year. Participate in discussions and debate in Senate meetings. Make decisions in the spirit of what is best for the faculty and College as a whole. Serve as a liaison among the faculty, the Senate Officers, LCC Administration and the Board of Trustees. Make recommendations to the Senate Chair for committee appointments. Serve on Senate committees as assigned by the Senate Chair.