



SECRETARIAL CODE

Adopted: 5/21/1998

1. SUPERVISION

The DASB Senate Secretary shall be under the supervision of the Director of Student Activities and the direction of the DASB President.

2. HOURS: 20 hours per week, Monday through Friday with flexible schedule

3. GENERAL DUTIES

The DASB Senate Secretary shall provide secretarial support to the Associated Student Body (DASB), serve as recording secretary for official transactions of DASB Senate (minutes, agendas, etc.), and organize and complete assignments as directed by the DASB President.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Record minutes of official DASB Senate Meetings.
- Prepare DASB Senate agendas as directed by the DASB President,
- Post and distribute agendas of meetings to all Senators, Advisor, Student Accounts and public file no less than 72 working hours prior to the scheduled meeting.
- Attend senate meetings to record the official business of the DASB Senate.
- Distribute drafts of Senate meeting minutes to all Senators and DASB Senate Advisor no less than 72 hours prior to the next Senate meeting.
- Make appropriate corrections as needed to DASB Senate minutes.
- Distribute approved minutes to DASB Senate historical file, DASB Senate Advisor, College management staff, Public File and Student Accounts.
- Inventory and maintain office supplies
- Order office supplies when necessary
- Serve as a receptionist for public, phone and voice mail inquires.
- Answer phones and take messages.
- Maintain mail box labels for all senators, agents, etc.
- Distribute mail and messages to appropriate individuals
- Respond to inquires about DASB Senate
- Assists with production of materials provided.
- Complete copy requests for Senate business
- Construct necessary promotional flyers, brochures and posters
- Assist with DASB Senate budget process and production of documents
- General assistance to Senate.

KNOWLEDGE AND ABILITIES

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, cultural, disability, sexual orientation and ethnic background of community college students.
2. Office practices, including filing systems.
3. English usage, vocabulary, grammar, and spelling punctuation.
4. Use of computer hardware and application packages (Microsoft Word, Pagemaker, Power Point and Excel).
5. Communicate effectively with students, staff, managers and professionals in the community.

ABILITIES

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women and the disabled.
2. Communicate effectively with students, staff, and public in both oral and written format.
3. Prepare agendas and minutes in computerized format.
4. Deal effectively with students, staff and the public.
5. Think and act under pressure with a high level of independence.
6. Use of computer applications.
7. Be able to work 20 hours per week.
8. Ability to adhere to applicable laws and regulations such as Brown Act, State Ed Code, etc.
9. Use notebook computer to construct minutes during the actual meeting.
10. Word processing skills of at least 60 words per minute.

TERMS OF EMPLOYMENT

1. It will be efficient to have set hours and permanent schedule and every effort will be made to maintain a set schedule. However, the needs of the office are such that time schedule flexibility may be required.
2. Due to the nature of duties, a non biased, neutral position regarding issues and opinions must be maintained at all times.
3. The DASB Senate secretary shall not use the position for personal benefit nor for the benefit of any other individual.
4. The DASB secretary is a confidential employee and must demonstrate discretion with regards to preference of or association with elected officials.
5. The stated supervisor is the DASB Senate Advisor with the DASB Senate providing direction. In order to complete some tasks, office space will be provided in the Activities Office as well as in the DASB Senate Office (time?)

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