



USF FACULTY SENATE Officer Duties

President

- a. presides at Faculty Senate meetings;
- b. serves as Chair of the Senate Executive Committee;
- c. serves as the faculty representative to the USF Board of Trustees.
- d. represents the Faculty Senate on any matter within the Faculty Senate's jurisdiction or as requested by the Board of Trustees or University President;
- e. serves as liaison between the Faculty Senate and the President of the University, Provost, and Senior Vice President for Health;
- f. supervises staff of the Faculty Senate Office;
- g. performs other duties as may be directed by the Faculty Senate.

Vice President

- a. acts as President when the President is absent or otherwise unable to act;
- b. serves as Chair of the Resolution Implementation Committee; and
- c. performs other duties as may be directed by the Faculty Senate.

Secretary

- a. ensures the minutes of the meetings of the Faculty Senate are kept and all notices required under the *Constitution* and *Bylaws* are transmitted;
- b. ensures all records of the Faculty Senate are maintained;
- c. manages all Faculty Senate elections; and
- d. performs other duties as may be directed by the Faculty Senate.

Sergeant-at-Arms

- a. determines issues of quorum and the voting privileges of alternates at Faculty Senate meetings;
- b. counts votes whenever a roll call is held or written ballots are submitted;
- c. maintains order during Faculty Senate meetings;
- d. performs other duties as may be directed by the Faculty Senate.

Member-at-Large

- a. represents the views of Faculty Senators to the Executive Committee;
- b. serves as liaison between the Faculty Senate and the Executive Committee;
- c. coordinates an orientation session for new Faculty Senators; and
- d. performs other duties as may be directed by the Faculty Senate.