

## Executive Committee Roles (EC)

The EC acts for the Faculty when the Faculty Senate is not in session. The EC meets bi-weekly and they host bi-weekly Faculty and Senate meetings. The EC members are described below. Reference the Faculty Bylaws for a full description of roles and responsibilities of the EC.

### Secretary/Treasurer

Responsibilities include recording and publishing minutes and related documents of the bi-weekly Faculty and Senate meetings. The secretary also publicizes meetings via email including relevant agendas and documents. The Secretary attends bi-weekly Executive Committee meetings in order to set the agenda items for the Faculty and Senate meetings, and they may attend other meetings as needed for Executive Committee ongoings. The Secretary and Treasurer roles each produce an annual report on meeting attendance, resolutions, and any faculty fund activities.

### At-Large Representative

The Faculty Senate elects one Senator each year to represent the body to the Executive Committee. The At-Large Representative serves as a liaison between the members of the Senate, individually and collectively, and the Executive Committee.

The At-Large Representative may bring to the attention of the Executive Committee concerns and/or suggestions arising from other Senators. In addition to attending bi-weekly meetings of the Executive Committee in order to set the agenda for Senate and Faculty meetings, the At-Large Representative may also attend other meetings, as needed, related to Executive Committee activities.

The At-Large Representative may volunteer (or be asked by the Chair) to take on specific assignments or projects related to the work of the Executive Committee or the Senate. Any voting member of the Senate is eligible to serve as the At-Large Representative for a term of one year