

CSA Senate Positions, Roles, and Structure

This document serves to outline the responsibilities and expectations that accompany every Senator's role in CSA. Importantly, these responsibilities are not an exhaustive list of what Senators may accomplish within their roles. Through access to working groups, CSA funding, and the feedback of classmates, Senators are able and encouraged to initiate projects addressing any variety of issues on campus. As such, this document provides a baseline understanding of expectations for Senators, rather than an encompassing set of duties.

Within the CSA Senate, individual Senators fall within one of three categories: Class Representatives, Liaisons, and Executives/Officers. While some responsibilities apply to all Senators, many depend upon which of these three categories a Senator belongs to.

Table of Contents

GENERAL SENATOR RESPONSIBILITIES

EXECUTIVE/OFFICER RESPONSIBILITIES

President

Vice President

Treasurer

Secretary

Communications Officer

CLASS REPRESENTATIVES

LIAISONS

Office of Intercultural Life (OIL) Liaison

Office of International Life (ISL) Liaison

College Council (CC) Liaison

Chaplain's Office Liaison

Club Sports and Physical Education, Athletics, and Recreation (PEAR) Liaison

Community Equity Diversity Initiative (CEDI) Liaison

Residential Life (ResLife) Liaison

Office for Accessibility Resources (OAR) Liaison

Office of Health Promotion (OHP) Liaison

[Sustainability Working Group \(SWG\) Liaison](#)
[Education and Curriculum Committee \(ECC\) Liaison](#)
[Admission and Financial Aid Council \(AFAC\) Liaison](#)
[Center for Community & Civic Engagement \(CCCE\) Liaison](#)
[Inter-Campus Liaison](#)
[Gender and Sexuality Center \(GSC\) Liaison](#)
[TRIO/SSS \(TRIO\) Liaison](#)
[Sexual Misconduct Prevention \(SMP\) Liaison](#)
[Security Services Liaison](#)
[Dining Services Liaison](#)

GENERAL SENATOR RESPONSIBILITIES

All Senate members must:

- 1) **Attend all Senate meetings.** These meetings are traditionally held on Monday evenings from 7-9pm.
 - 2) **Participate within working groups.** Working groups are small and temporary CSA subcommittees focused on a specific topic. Working groups may be created by any Senator or student at large to address or support specific causes, examples including evaluating local transportation options, promoting student voter registration, or hosting a Carleton talent show. These project groups often meet during and outside of Senate meetings. Every group is open to both Senators and students-at-large.
 - 3) **Participate in two hours of service per term.** This may be composed of one hour spent supporting CSA initiatives and another hour spent with external campus events in support of the broader Carleton community.
 - 4) **Communicate relevant opinions, needs, findings, and initiatives** from their constituents to the Senate and Senate Newsletter, as well as the student body when appropriate.
-

EXECUTIVE/OFFICER RESPONSIBILITIES

President

The CSA President (also known as the Student Body President) serves the following functions:

1. **Acting as the Student Liaison on the Board of Trustees.** The Board meets once per term. The President serves on the Student Life Committee but may attend all sessions open to Board Liaisons.
2. **Attending College Council meetings,** which meets three times per term. College Council is a College Committee chaired by the College President and is composed of the representatives from various parts of the college, including faculty, the Dean of Students Office, staff, and students.
3. **Chairing the Appointments Committee.** The Appointments Committee, which includes the Executive team and all class representatives, meets whenever applications are sent out for vacant positions on the College or CSA Committees. The President is responsible for maintaining a list of vacant positions throughout the year.
4. **Chairing Senate meetings.** CSA Senate meets every Monday from 7:00 p.m. to 9:00 p.m., though meetings often end around 8:30 p.m.
5. **Developing the Agenda for Senate meetings.** This entails sending invitations to College administrators, staff, and students to present on key initiatives, topics, and policies at the College.
6. **Overseeing Senator Projects in collaboration with the Vice President.**
7. **Acting as a Liaison between the Senate and the College Administration.** The CSA President regularly meets the Dean of Students, College President, and Vice President for Inclusion, Equity, and Community, in addition to other administrators. The President updates administrative staff on student opinions and initiatives.
8. **Speaking on behalf of the Senate as they see fit.** For example, student publications such as the Carletonian tend to question the CSA President about resolutions or general initiatives in Senate.
9. **Disseminating information from the Senate to the student body or College administration** through the CSA Executives or personal email account when necessary, which may include resolutions, positions on College Committees, or other key initiatives that affect students.
10. **Managing and monitoring the CSA Elections** by announcing Elections dates, administering the candidate confirmation dates, moderating CSA-sponsored Election communications, creating the Election polling form, and announcing the winners.
11. **Delivering an introductory speech to the incoming freshmen class and transfer students** during New Student Week

Vice President

The Vice President serves the following functions:

1. **Chairing Governance Committee**, which is responsible for overseeing the chartering and maintenance of Carleton Clubs according to the bylaws and guidelines. The Chair shall organize meeting times and locations for Governance Committee on an on-demand basis, typically once 2-3 student organizations have completed the preliminary steps for drafting a charter.
2. **Overseeing Senator Projects**. The Vice President will create a schedule for Senator Projects, monitor Project progress, and serve as a point of contact for Projects.
3. **Serving as a voting member of the Senate** except in the temporary absence of the President when they shall perform the duties of the President.
4. **Meeting with the Office for Inclusion, Equity, and Community** along with the President twice a term.

Treasurer

The Vice President serves the following functions:

1. **Chairing Budget Committee**. Through this, the Treasurer is responsible for distributing funds to students and student organizations while ensuring funds are used responsibly in a manner that is consistent with the Bylaws and Financial Guidelines.
2. **Organizing Spring Allocations**. Spring Allocations responsibilities include scheduling meetings with organizations to explain funding mechanisms and guidelines, hearing presentations regarding organizations' proposed budgets, and deliberating final allocations with the Budget Committee.
3. **Communicating CSA's financial policies to organizations and the broader student body** through the CSA Executives email, their personal email, or the CSA Newsletter.
4. **Processing CSA-related payments**, which include managing the reimbursement process and submitting transfer requests to the Business Office.

Secretary

The Secretary serves the following functions:

1. **Recording minutes at weekly Senate and Budget Committee meetings**. The Secretary is a non-voting member of Senate and Budget Committee meetings and is encouraged to participate in meetings..
2. **Distributing meeting minutes**.

3. **Publishing minutes and other relevant documents**, including Resolutions or events, on the CSA website following Senate approval.
4. **Working with the Treasurer to organize weekly Budget Committee meetings**, including handling funding requests from organizations, setting the meeting agenda, sharing the meeting agenda, communicating with requesters, and sending the request packet to Budget Committee at least one day in advance of the meeting.
5. **Managing the Campus Announcements system**, which sends emails twice a week. The Secretary reviews messages ahead of time to ensure they are in compliance with the campus guidelines. If there is uncertainty about compliance, the Secretary may consult the President or other members of the Executive team as needed.

Communications Officer

The Communications Officer serves the following functions:

1. **Chairing the CSA Committee for Outreach, Media and Publicity (COMP)**, which meets every week outside of CSA.
2. **Projecting CSA's image and presence back to campus** through multiple forms of media, as the CSA Senate aims to be the voice of the students by representing student organizations and offices and by funding student initiatives. The Communications Officer does this primarily by advertising campus events and CSA happenings, in addition to sending out newsletters to inform the student body about what the CSA is doing through attaching the prior week's meeting minutes.
3. **Working on independently-directed publicity related projects**, such as restructuring and updating the CSA website, or planning enjoyable end of term Senate social events to engage the student body.

CLASS REPRESENTATIVES

Class Representatives first and foremost seek to represent classmates within their year. They fulfill this duty by remaining in frequent communication with their classmates, often through email and holding weekly office hours. It is recommended that Class Representatives formally introduce themselves over the first half of their first serving term using class email list serves to ensure familiarity and connection with their respective class. Class Representatives should continue to reach out to their constituents throughout their term, as they are expected to take feedback from

students about challenges they face, and offer resources or ideas through CSA structures and projects to address these challenges.

Class Representatives serve as members of the CSA Appointments Committee in an ex-officio capacity. They may also join other CSA committees, including the Budget and Governance Committees.

All Class Representatives—especially those representing the first-year class—are strongly encouraged to join COMP.

LIAISONS

Office of Intercultural Life (OIL) Liaison

The Liaison meets with the director of the OIL Office bi-weekly to discuss the necessary updates from Senate and OIL-related campus concerns. The OIL Liaison should set a standard meeting time, traditionally once every two weeks. Meeting times should be scheduled at the beginning of the term, and the OIL Liaison should hold a feedback meeting each term with OIL Peer Leaders.

The OIL Liaison should hold at least one set of office hours to invite students at large to discuss campus concerns. The OIL Liaison is required to debrief CSA relating to the Liaison's work with the OIL Director and relay feedback the Liaison receives from OIL Peer Leaders.

Office of International Life (ISL) Liaison

The Liaison meets with the director of the ISL Office bi-weekly to discuss the necessary updates from Senate and ISL-related campus concerns. The ISL Liaison should set a standard meeting time, traditionally once every two weeks. Meeting times should be scheduled at the beginning of your term, and the ISL Liaison should hold a feedback meeting around the 5th week of each trimester with ISL Peer Leaders.

The ISL Liaison should hold at least one set of office hours to invite students at large to discuss campus concerns. The ISL Liaison is required to debrief CSA relating to the Liaison's work with the ISL Director and relay feedback the Liaison receives from ISL Peer Leaders.

The ISL Liaison may also help coordinate the International Festival in Spring term.

College Council (CC) Liaison

CC Liaisons attend College Council meetings about three times per term. Within this role, they represent student interests regarding any matter brought to CC, while also being vested with the power to bring issues of campus concern before the Council. The College Council has jurisdiction over all non-curriculum related matters on campus, meaning there is a lot of potential to leverage the Council's wide mandate in affecting change on campus. CC Liaisons report meeting information to Senate and communicate important information in the Senate newsletter. It is the responsibility of CC Liaisons, however, to build support and awareness for a particular resolution with any and all relevant campus bodies before bringing it to CC. Few if any issues can be brought straight to CC without laying plenty of groundwork beforehand.

One of the two CC liaisons shall attend bi-monthly College Budget Committee meetings to represent student interests in the allocation of Carleton yearly fiscal budget. When possible, they are strongly encouraged to communicate about the College budget to the student body.

Chaplain's Office Liaison

The Chaplain's Office Liaison, sometimes referred to as the Chapel Liaison, addresses concerns brought to their attention from the Office of the Chaplain and students/student groups associated with the Chapel. While this position serves as a connection between the Chapel and CSA, the Chapel Liaison traditionally focuses on representing the entire Carleton student body.

The Liaison reports to the Chaplain's Office on a weekly basis to maintain communication regarding important updates from the Senate meetings. It is beneficial that the person filling this role be a Chaplain's Associate in order to maintain the best communication. However, anyone with a strong relationship with the chapel may also be able to fulfill the duties of the position.

Club Sports and Physical Education, Athletics, and Recreation (PEAR) Liaison

The Sports Liaison represents both Club Sports and the PEAR office in Senate and throughout campus. They clarify the nature of and dispel any misperceptions about sports at Carleton and their relationship with CSA.

The Liaison should organize individual meetings with the PEAR and Club Sports Director to discuss issues ranging from their limited budget, inclusivity, safety, and representation on campus. The Liaison should recommend changes regarding and monitor the CSA Recreational allocation of funds and resources for the maintenance of the Sport Clubs.

Community Equity Diversity Initiative (CEDI) Liaison

The CEDI Liaison serves on CEDI as a representative of student opinions regarding inclusion, equity, and community. The Liaison should branch out and ask constituents of various identities what they believe are important issues on campus, as the CEDI Liaison is the primary voice for all students in a majority staff and faculty space. They represent students by attending CEDI meetings every other week, in which they are specifically encouraged to discuss Senate working groups' progress and any possible student concerns that were catalysts for these working groups. The CEDI Liaison should report major news from CEDI meetings back to CSA and the student body, and advertise CEDI events to students.

Residential Life (ResLife) Liaison

The core of the ResLife Liaison position is to be the CSA's connection to ResLife by communicating updates about changes in ResLife, presenting student feedback about ResLife experiences, and providing information about the ResLife Office. The ResLife Liaison should be a current RA and meet with both the Director and Assistant Director of Residential Life at least once every two weeks.

The ResLife Liaison assists CSA and ResLife in creating opportunities for cooperation between the two bodies, particularly in an effort to both learn about student concerns and communicate about CSA through RAs.

Office for Accessibility Resources (OAR) Liaison

The Office for Accessibility Resources (OAR) Liaison serves as a link between OAR, CSA, and the Accessibility Awareness Committee. The OAR Liaison serves as a member on the Accessibility Awareness Committee and attends termly meetings. They communicate issues of disability and advance accessibility on campus to these groups. The OAR Liaison works to create working relationships with disability organizations on campus, such as the Association for Neurodivergent Students and Carleton Disability+ Alliance, as well as the broader Carleton disability community. Meetings between the OAR Liaison and Office Director occur on a bi-weekly schedule. This position will be approved by the OAR Director, who will review the candidate prior to being confirmed for CSA.

Office of Health Promotion (OHP) Liaison

The primary responsibility of the Liaison to the Office of Health Promotion is to connect the goals and work of OHP to the CSA Senate. Working closely with the OHP professional staff as

well as other student wellness advocates (SWAs), the OHP Liaison works to relate the goals and projects of the OHP to the CSA, as well as the larger student body. The OHP Liaison must be able to make connections across the interests of various organizations in order to ensure that effective collaborations occur whenever possible. It is strongly recommended that the OHP Liaison be held by a current SWA.

The Liaison will meet with the Director of OHP on a bi-weekly basis. Meeting with SWAs once per term is recommended to better align CSA and OHP's efforts when applicable, as well as identify wellness needs on campus.

Sustainability Working Group (SWG) Liaison

The SWG Liaison meets twice a term with the SWG consisting of other faculty, staff, and students. The SWG Liaison bridges the gap between CSA Senate and the student body to work towards a more sustainable and environmentally-conscious campus culture. The EAC Liaison provides a student perspective to the committee and reports back to the CSA Senate about promoting Carleton's sustainability initiatives.

The SWG Liaison also meets with the Director of the Sustainability Office at least twice per term. The SWG Liaison sends information for the Senate Newsletter about environmental events on campus and in the community. The SWG Liaison also writes environmentally-driven resolutions with sustainable solutions. This SWG Liaison position is essential to ensuring a better environmentally-sustainable future for generations of Carls yet to come.

Education and Curriculum Committee (ECC) Liaison

The ECC Liaison attends all ECC meetings that happen throughout the year. The dates for these meetings can be found on the campus calendar. To prepare for these meetings the ECC Liaison should review the agenda, connect with ECC faculty and staff members, and navigate student concerns to suggest relevant agenda items.

The ECC Liaison should send out surveys, emails, or host office hours regarding relevant agenda items. Hosting office hours at least once per term is strongly recommended. While at the ECC meeting, the ECC Liaison should raise student concerns and speak from the perspective of students, and after these meetings, they should report meeting content on the CSA Senator form and at CSA meetings.

ECC Liaisons should be responsible for hosting at least one outreach event a year to better inform students of policy and curriculum changes.

Admission and Financial Aid Council (AFAC) Liaison

The AFAC Liaison attends AFAC meetings and keeps CSA and AFAC aware of what is happening in the other group as well as at large at Carleton. AFAC works to advise admissions and financial aid decisions as well as to create policies. The Liaison represents student opinions and questions, in addition to two students-at-large, at AFAC meetings.

The AFAC Liaison is strongly encouraged to communicate AFAC changes and policies through the CSA Newsletter, independent communications, or events. Further, hosting office hours at least once a term and conducting surveys are recommended to better gauge student needs and opinions of AFAC-related topics.

Center for Community & Civic Engagement (CCCE) Liaison

The CCCE Liaison connects the CCCE and CSA to develop better awareness and partnerships between the two organizations. They should have knowledge on what is happening in the CCCE and bring that knowledge to CSA. The Liaison should focus on how the two groups can collaborate on similar initiatives and how CSA can raise awareness of CCCE events.

The Liaison meets with the professional staff in the CCCE bi-weekly. Who the CCCE Liaison meets with within the office may vary by term and interest.

Inter-Campus Liaison

The Inter-Campus Liaison facilitates dialogues between Carleton and peer institutions. It requires attendance to a St. Olaf government (SGA) meeting at least once per term, involvement as a MAPCS (Minnesota Association of Private College Students) representative for Carleton, continued communication with the St. Olaf Intercampus Liaison about campus life/changes to student life/student issues/etc., continued communication with SGA president/VP, and collaborating on inter-campus initiatives.

Gender and Sexuality Center (GSC) Liaison

The Liaison works with the GSC and its affiliated cultural houses, groups, and students. The Liaison position requires a deep understanding of how the GSC affects campus life, specifically the LGBTQ+ community. Keeping up to date on events, identifying and investigating changes in the functionality of the GSC, as well as collaborating with students, including GSC associates (GSCAs), to address their concerns and requests for events are crucial roles for the GSC Liaison. Having experience in the GSC is useful for understanding the Liaison position as well as developing a mindset that regularly pushes for inclusivity and equality.

TRIO/SSS (TRIO) Liaison

The TRIO Liaison provides connections to TRIO Office happenings and students associated with the Office. The Liaison should set a standard meeting time, traditionally once every two weeks, to meet with the director of the TRIO Office to discuss the necessary updates from Senate and TRIO-related campus concerns. Meeting times should be scheduled at the beginning of the term, and the TRIO Liaison should hold a feedback meeting around the 5th week of each trimester with TRIO Peer Leaders. Furthermore, the TRIO Liaison should hold monthly office hours to invite students at-large to discuss campus concerns. The TRIO Liaison should present findings from their work to CSA Senate on how to best address any concerns students have.

Sexual Misconduct Prevention (SMP) Liaison

The Title IX Liaison works with the Title IX Office, CSA, and the broader campus community to further the shared goal of eliminating sexual violence on campus. The SMP team, housed in OHP, promotes ongoing campus discussion and activism surrounding sexual violence at Carleton and beyond. The Liaison will work with the Title IX Office, OHP, CSA, and the larger campus community to ensure that Carleton's sexual misconduct policies, procedures, and prevention efforts reflect the values of Carleton's community. This position will be approved by the Title IX Coordinator, who will review the candidate whose appointment will be confirmed by CSA.

Security Services Liaison

The Security Services Liaison meets during the term with the Security Services Advisory Group consisting of faculty, staff, and students. The Security Liaison bridges the gap between the student body and security to create a safer campus. The Liaison provides a student perspective to the group and reports back to the CSA Senate about discussing Carleton's security initiatives.

The Liaison is strongly recommended to host office hours regarding security proposals that may impact students to gain more perspectives. .

Dining Services Liaison

The Dining Services Liaison meets during the term with the Dining Board consisting of faculty, staff, and students. The Dining Board serves as the primary format for feedback and change regarding Dining Services. The Liaison will serve a pivotal role in communicating Dining issues to Senate and the broader campus community while also representing student opinions to the Board.