**Options for allocation of AS Executive Committee reassigned time**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AS Executive Committee Member** | **Option A**  **(Max release per semester)** | **Option B**  **(Max release per semester)** | **Option C**  **(Max release per semester)** | **Option D**  **(Max release per semester)** |
| **President** | 1.0 | 1.0 | 1.0 | 1.0 |
| **Vice President or President-Elect** | 0.4 | 0.4 | 0.4 | 0.4 |
| **Secretary** | 0.15 | 0.175 | 0.2 | 0.2 |
| **Treasurer** | 0.1 | 0.075 | 0.1 | 0.1 |
| **At Large A** | 0.05 | 0.05 | 0.025 | 0.05 |
| **At Large B (Adjunct)** | 0 (AFT hourly reimbursement) | 0 (AFT hourly reimbursement) | 0 (AFT hourly reimbursement) | 0 (AFT hourly reimbursement) |
| **At Large C** | 0.05 | 0.05 | 0.025 | 0.05 |
| **Chair of Chairs\*\*** | 0.25 | 0.25 | 0.25 | 0.20 |

\* CBA, Article XII.4: Academic Senate Rights- 2.0 reassigned time per academic semester (fall and spring only); AS President receives additional stipend to cover work required during intersession and summer

\*\*Chair of Chair also receives 0.2 from the college.

#### Duties

President: It shall be the duty of the President of the Academic Senate to:

1. Preside at all meetings of the Academic Senate and the Executive Committee.
2. Be an ex-officio member of all committees of the Academic Senate.
3. Serve as the Miramar College Academic Senate representative to all district, state, and/or national meetings, councils and/or committees, unless another is so designated.
4. Be the official representative of the Academic Senate to the Board of Trustees for the San Diego Community College District, unless another is so designated.
5. Represent the faculty and/or the Academic Senate of Miramar College at all community and/or public events applicable, unless another is so designated.
6. In coordination with the Committee on Committees, appoint all faculty members of all campus, Senate, and District committees.
7. Perform other duties as specified by the Academic Senate.
8. Establish additional duties of the members of the Executive Committee as appropriate.
9. Serve on the Miramar College Council.

Vice President: It shall be the duty of the Vice President of the Academic Senate to:

1. Serve as the Vice President of the Academic Senate.
2. Serve as the President in any capacity during the absence of the President.
3. Serve as advisor to the President of the Academic Senate.
4. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
5. Serve on the Executive Committee of the Academic Senate.
6. Serve on the Miramar College Council.
7. Serve as the Chair of the Committee on Committees.

President-Elect: It shall be the duty of the President-Elect of the Academic Senate to:

1. Serve as the President-Elect of the Academic Senate.
2. Serve as the President in any capacity during the absence of the President.
3. Serve as the Co-Representative of the Academic Senate to the District Governance Committee.
4. Serve on the Executive Committee of the Academic Senate.
5. Serve on the Miramar College Council.
6. Serve as the Chair of the Committee on Committees.

Treasurer: It shall be the duty of the Treasurer to:

1. Collect, process, and account for all dues collected or income received as part of this Senate.
2. Maintain public records on all finances of the Academic Senate.
3. Represent the Academic Senate in matters involving finances of this body.
4. Report to the Academic Senate and the Executive Committee as outlined in Article II of these Bylaws.
5. Serve on the Executive Committee of the Academic Senate.
6. Serve on the Committee on Committees.

Secretary: It shall be the duty of the Secretary to:

1. Keep minutes, files and records of the Academic Senate and Executive Committee during the regular academic year.
2. Publish minutes within one week of all regular meetings of the Academic Senate.
3. Assist the Academic Senate in directing the activities of the paid clerical support person and in other duties as required.
4. Keep records of all Senate Officers and Senators.
5. Serve on the Executive Committee of the Academic Senate.
6. Serve on the Committee on Committees.

Members At Large: It shall be the duty of the three Members At Large to:

1. Investigate and report on issues and items that do not fall under the purview of the Senate’s Standing Committees.
2. Serve on the Executive Committee of the Academic Senate.
3. Serve on the Committee on Committees.

Chair of Chairs: It shall be the duty of the Chair of Chairs to:

1. Serve as the Chair of the Chairs Committee.
2. Serve as the Chair of the Contract Faculty Hiring Prioritization Committee.
3. Serve as the Co-Chair of the Enrollment Management Committee.
4. Serve on the Miramar College Council.
5. Serve on the Executive Committee of the Academic Senate.
6. Serve on the Committee on Committees.